

THE BIHAR RECORDS MANUAL

1960



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of Revenue, Bihar.*



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PREFACE.

This is a revised edition of the Bihar Records Manual, 1951 and may be cited as "The Bihar Records Manual, 1960".

2. References to various Manuals, Codes, etc., given in the rules and Appendices have been thoroughly revised and brought up-to-date.

3. Errors and omissions in the Manual should be brought to the notice of the Board.

PATNA :
The

S. K. SINHA,
Secretary,
Board of Revenue, Bihar.



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ACT No. V OF 1917.

The Destruction of Records Act, 1917.

(Received the assent of the Governor-General on the 28th February 1917.)

An Act to consolidate and amend the law providing for the destruction or other disposal of certain documents in the possession or custody of Courts and Revenue and other public officers.

Whereas it is expedient to consolidate and amend the law providing for the destruction or other disposal of certain documents in the possession or custody of Courts and Revenue and other public officers, it is hereby enacted as follows :—

1. **Short title.**—This Act may be called the Destruction of Records Act, 1917.

2. [†] * * * * *

 * * * * *

3. **Power to certain authorities to make rules for disposal of documents.**—(1) The authorities hereinafter specified may, from time to time, make rules for the disposal, by destruction or otherwise

[†]Omitted by the Government of India (Adaptation of Indian Laws) Order, 1937, *vide the Bihar Gazette*, dated the 28th April 1937, part III, pages 261 and 318.

(A) The expression "Chief Controlling Revenue Authority" has been defined in the same Order by insertion of clause 9-A of section 3 of the General Clauses Act, 1897 (X of 1897), as follows :—

"Chief Controlling Revenue Authority" or "Chief Revenue Authority" shall mean—

- (a) in States where there is a Board of Revenue, that Board ;
- (b) in States where there is a Revenue Commissioner, that Commissioner ;
- (c) in the Punjab, the Financial Commissioner ; and
- (d) elsewhere, such authority as, in relation to matters enumerated in List I in the Seventh Schedule to the Government of India Act, 1935, the Central Government and in relation to other matters, the State Government, may by notification in the Official Gazette appoint (*vide the Bihar Gazette*, dated the 28th April 1937, part III, page 296).

(B) The expression "High Court" has been defined in clause 24 of section 3 of the General Clauses Act, 1897 (X of 1897), as follows :—

"High Court" used with reference to civil proceedings, shall mean the highest Civil Court of appeal (not including the Federal Court) in the part of British India in which the Act or Regulation containing the expression operates."

[4] Substituted by A. O. 1950 for "Provincial".

of such documents as are, in the opinion of the authority making the rules, not of sufficient public value to justify their preservation.

(2) The authorities shall be—

(a) in the case of documents in the possession or custody of a High Court or of the Courts of Civil or Criminal jurisdiction subordinate thereto,—the High Court;

(b) in the case of documents in the possession or custody of Revenue Courts and officers,—the Chief Controlling Revenue Authority; and

(c) in the case of documents in the possession or custody of any other public officer,—

(i) if the documents relate to purposes of a State, the State Government or any officer specially authorised in that behalf by that Government;

(ii) in any other case, the Central Government or an officer specially authorised in that behalf by that Government.

(3) Rules made under this section by any High Court or by a Chief Controlling Revenue Authority or by an officer specially authorised in that behalf by any State Government shall be subject to the previous approval of the State Government; and rules made by an officer specially authorised in that behalf by the Central Government shall be subject to the previous approval of the Central Government.

NOTE.—Under sub-section (1) of section 124 of the Government of India Act, 1935, the Government of India has entrusted to State Governments with their consent, all the functions of the Central Government under this section (section 3 of the Destruction of Records Act, 1917) in relation to documents or papers relating to subjects which are administered by the State Governments and/or their officers as agents or the Central Government. The Government of Bihar declared that the usual rules regulating the disposal of papers relating to the State subject will apply *mutatis mutandis* to these documents and papers.

4. Validation of former rules for disposal of documents.—All rules and orders directing or authorizing the destruction or other disposal of documents in the possession or custody of any public officer, heretofore made by a State Government, or with the approval of the State Government by any authority not empowered to make such rules under the Destruction of Records Act, 1879 (III of 1879), shall be deemed to have had the force of law from the date on which they were made, and all such rules and orders now in force shall continue to have the force of law until they are superseded by rules under this Act.

NOTE.—Only one rule was made under section 4 of the old Act III of 1879, which is reproduced in rule 227 of this Manual.

5. Saving of certain documents.—Nothing in this Act shall be deemed to authorize the destruction of any document which, under the provisions of any law for the time being in force, is to be kept and maintained.

6. Repeals.—The enactments mentioned in the Schedule are hereby repealed to the extent specified in the fourth column thereof.

THE SCHEDULE.

REPEAL OF ENACTMENTS.

[See section 6.]

Year.	Number.	Short title.	Extent of repeal.
1	2	3	4
1879 ..	III ..	The Destruction of Records Act, 1879.	The whole.
1908 ..	XVI ..	The Indian Registration Act, 1908.	The words "and also for the destruction of such books, papers and documents as need no longer be kept" clause (a) of sub-section (1) of section 69.
1913 ..	II ..	The Official Trustees Act, 1913.	Clause (cc) of sub-section (2) of section 30.
1913 ..	III ..	The Administrator-General's Act, 1913.	Clause (ff) of sub-section (2) of section 50.



PREAMBLE.

NOTE 1.—Rules of the Records Manual apply to all offices subordinate to the Board.—The instructions contained in this Manual apply primarily to the offices of Collectors and their subordinates, but they should be followed, as far as possible, in all offices subordinate to the Board, including those appertaining to the Excise, Salt, Customs, &c., Departments, any material deviation therefrom being reported for the orders of the Board.

NOTE 2.—Charge of record-room and copying department.—The record-room at district headquarters will be under the charge of a Deputy Collector who will be called the record-room Deputy Collector; but in special cases it or the copying section of it may be placed in charge of a Sub-Deputy Collector. Whenever this is done, the term Deputy Collector in the Manual should be held to signify also Sub-Deputy Collector. The Deputy Collector or the Sub-Deputy Collector in charge will be held responsible for the proper working of the record-room and the copying department in accordance with the rules of the Records Manual. In addition to the daily supervision of the record-room and staff he will each half-year make a thorough inspection. A note-book will be kept in the record-room in which all important orders will be entered. The six-monthly inspection notes will be kept in a separate inspection register. In both the English and the vernacular record-rooms should be hung up a list, to be kept up-to-date showing who have been in charge, as Deputy Collector and Record-keeper of the record-room, and the duration of their charge.

THE BIHAR RECORDS MANUAL, 1960.

CHAPTER I.—English Records.

(A) RULES RELATING TO CURRENT ENGLISH CORRESPONDENCE IN OFFICES SUBORDINATE TO THE BOARD, WHERE THE FLAT FILE SYSTEM AND STANDARD FORMS FOR CORRESPONDENCE HAVE BEEN INTRODUCED.

1. The system detailed in the following rules provides for classifying, registering, and keeping the correspondence of an office—

Firstly, by departments ;

Secondly, within each department, by “collections” of papers, each collection having its consecutive number and distinctive title ;

Thirdly, within each “collection” by “files,” each file having its consecutive number within the collection, and its “subject” clearly designated.

The papers within each file should ordinarily be of foolscap size and of good quality. Where they are not of this size, they should be folded to fit into the same space, if larger than foolscap size : if smaller, they should be pasted on to a sheet of foolscap.

2. **Files.**—A single file consists of every letter received and every draft of a letter or memorandum issued in the course of a consecutive correspondence on one subject. Each paper is to be placed flatly in chronological order, i. e., the first letter issued or received at the bottom, the next above it, and so on, the letter of latest date being at the top.

3. **Serial number.**—(1) Each letter will have assigned to it a consecutive number within the file to which it belongs, called the *serial number*.

(2) Every document of the nature referred to in rule 227 received with a letter will have assigned to it a sub-number. For example, if the letter is numbered 12, the private document or exhibit received with it will bear the number 12(a). If more documents than one are received with a letter, sub-numbers 12(a), 12(b), 12(c), etc., will be given to them.

4. **Keep-withs.**—With each letter or draft should be kept any enclosures of the letter, i. e., papers which are sent with the letter and are intended to be read as part of the letter and kept with it, and any office notes which passed with regard to it; these are technically called “keep-withs,” and except as provided in rule

3(2), do not bear separate serial numbers as part of the correspondence. These papers will be stitched together with cotton in the upper left hand corner and will form one unit under one serial number in the file.

5. Collections.—A “collection” is an aggregate of the files, the subjects of which fall under some general classification and which are tied up together and kept together on the racks for the sake of convenience and for economy of space. For instance, the English correspondence regarding the settlement of one ordinary estate will constitute a file; a number of such files will be kept together in one collection, of which the title would be “Settlements”; so also there may be a collection entitled “Wards’ Estates,” another “Embankments,” and so on; each such collection would consist of so many separate files, each file containing correspondence relating to one ward’s estate, or to some one distinct question relating to one ward’s estate, or to one embankment. It is convenient, in starting this system, that the Collector or Subdivisional Officer should from his general knowledge of the business of the office, sketch out a list of collection titles, which suggest themselves to him under each department. But the number of collections and their titles must not be rigidly fixed; they may be freely added to in the course of the year, as found convenient. For instance, although one collection would be entitled “Wards’ Estates” within which all files regarding wards’ estates would ordinarily fall, yet in any district in which one or more very large estates entailing much correspondence happened to be under the court, it would be convenient to have a separate collection for each of such estates, within which the correspondence on each different question might form a separate file.

6. Miscellaneous collection.—Many letters received in, or issuing from, collectorate and subdivisional officers are of very transient interest, or are such that the correspondence begins and ends with one letter and its reply. The classification of such letters and the sorting of them into files and collections will not be worth the trouble it would entail, nor is it necessary. In each department should be opened a “Miscellaneous collection,” within which all such letters may be placed chronologically without reference to subjects, in a separate miscellaneous file.

7. Departments.—The correspondence of a Collector’s office may be divided into the following departments, and as many others as may be found convenient :—

- I.—General Department.
- II.—Account and Treasury Department.
- III.—Excise Department.



8. Registers.—The smooth working of the system will depend much on the correct and careful registration of the letters received and issued. Three annual registers will be maintained, viz. :—

I.—Register of letters received. (No. 60.)

II.—Register of letters issued. (No. 61.)

III.—Index Register of English correspondence. (No. 62).

The forms of these registers are annexed in Appendix A.

NOTE 1.—Receipt Register (no. 60) will be maintained in two volumes. In volume I of this Register will be entered all important letters, whether from Government, Board of Revenue or from other offices. In volume II all unimportant letters and other correspondence of a routine nature, e. g., routine returns, reports, etc., will be entered. Issue Register (no. 61) will also be maintained in two volumes on the same lines as the Receipt Register.

NOTE 2.—All important letters, circulars, etc., received from higher authorities particularly those relating to schemes, whose progress has to be watched, and all important orders issued to subordinate offices in this connection will respectively be entered in red ink in volume I of the Receipt or the Issue Register. An index of such letters, circulars, etc., will also be maintained in the first few pages of volume I of both the Receipt and the Issue Registers in the Form (Form 10-A) given in the Appendix A. Entries in the index of the two registers will be made under the orders of the Commissioner, the Collector or the Subdivisional Officer, as the case may be, and will be from time to time revised by them after scrutiny of volume I as well as volume II of the Receipt and Issue Registers."

9. Divisions of registers into departments.—Ordinarily each of the Departments mentioned in rule 7 will keep its own set of registers and its own series of numbers.

10. Loose sheets of register, forms or bound volumes to be used.—Departments in which the correspondence is large should indent for registers 60, 61 and 62 in bound volumes of 400, 200 or 100 pages. But departments with a smaller correspondence should use a typed flap-heading and indent for loose sheets, without headings, but ruled properly. The required number of sheets should be bound in red *kharua* cloth. When these *kharua* bound volumes are, in accordance with rule 77, consigned to the record-room, the record-keeper, as soon as a sufficient number of volumes relating to a particular department has accumulated, shall after taking out the blank pages, if any, have them rebound into a volume of suitable size. On the back of each such volume he will paste a label showing the departments and the years to which the contents relate.

11. Subdivision of registers of each department.—In large offices it is sometimes found convenient to subdivide each department, so that each of the officers with whom much correspondence is carried on may have his own registers and series of numbers ; but this will rarely be necessary.

12. Index Register no. 62.—The Index Register will be divided into "collections". The subjects of existing files are first entered with their new serial number, and ample space is left for entering new files as they arise. The amount of space so left will depend on the probable number of new files, but should never be less than half a page for each collection. The arrangement of records of current correspondence on the racks or in the almirahs in the English office will be in collections exactly corresponding with the collection title entered in the register. Within the collection the files should be kept according to their serial order within their collection.

(B) TREATMENT OF FRESH LETTERS RECEIVED.

13. Procedure to be followed on opening letters.—All correspondence received will be opened by the Collector or some other responsible officer to be deputed by him for the purpose. Immediately after the correspondence is opened, letters to be entered in volume I of the Receipt Register will be marked 'Important'. Those not so marked will be treated as 'Unimportant'. There will be occasional check of the entries in volume II of the Receipt Register to ascertain whether any important correspondence has not inadvertently found entry therein. This check can be combined with the scrutiny of the pending lists as laid down in rule 34-A. When the letter or telegram is opened, the officer opening it should mark on it by stamp or in writing on the first page the date of receipt. When the document is received in the office, the head assistant, or an assistant specially deputed by him, will affix the two stamps on the left and right-hand top corners at the first page of the document as mentioned below. The head assistant will then fill in the spaces provided for the department and class of papers to which the document belongs and note in pencil for the guidance of the diarist the collection under which it falls. The head assistant is responsible for the correct classification of the papers. The letter will then be made over to the diarist who will enter it in the "Register of letters received," columns 1 to 6 being at once filled in, but columns 9 and 10 being left blank till the letter is disposed of. The date of receipt entered in this Register will be the date marked by the opening officer and not the date of receipt in the office. The necessary entries will then be made in the space provided in the docket stamp.

14. Whenever any reply is received necessary entry will at once be made in columns 7 and 8 of the Register of letters issued.

15. The following forms of docket stamps should be used :—

Left-hand docket
stamp.

Enclosures.
Maps or plans.
Spare copies.
Class of papers.
Reply issued : No. Date

Right-hand docket
stamp.

Diary or Register No.	
Department.	
Branch.	
Collection No.	
No. and year of file.	
Serial No. in File.	
No. and date of order issued. (Not reply.)	

16. If the letter be the commencement of a new and not in continuation of an existing file, it will form the nucleus of a new file, to which will be assigned, the next consecutive file number within the collection to which it belongs and also a *suitable* file "subject" or "title". An entry of the file will then at once be made in the Index Register.

17. Procedure for putting up letters.—If the letter is in continuation of a file, which has already been formed, the reference clerk will get out the file, to which it belongs, will assign to the fresh letter the next consecutive serial number of the series of letters of that file, will place the fresh letter on the top of the file, and write up the fly-leaf, which will remain with the file. When a

private document or exhibit is received with a letter, its sub-number should be separately entered in column 1 of the fly-leaf, its description in column 2 and the letter D in column 5. The serial number of the letter should be entered in the space provided for the purpose in the docket stamp. He will enter in pencil on the margin of the letter the serial number or numbers of the previous letters, to which reference is made, and will, when necessary, get out any other files required for the elucidation of the subject-matter of the new letter. References to letters in the current file should ordinarily be made as above indicated, but flags may be used to mark letters in other files put up or maps or enclosures to letters in the original file, to which reference is made or required. The greatest care should be taken by all, through whose hands the papers pass at any stage not to mix up the letters belonging to different files; each file should always be tied up firmly and separately.

18. The reference clerk will then submit the case so prepared direct to the officer-in-charge or to the head assistant,* as the practice of the office may be.

19. **Notes and Orders.**—The officer-in-charge will either draft a reply or pass such order as may be required. The draft reply should be on a separate paper of foolscap size and not on the letter itself, or should be afterwards copied on a separate paper by the office. If the order be written on a separate piece of paper, the piece should be of foolscap size, and it should be stitched to the letter as directed in rule 4 above. If the order is short, it may be written on the blank space on the left margin of the letter, and continued on the blank space at the end of the letter. There must be nothing written across the letter, and care must be taken that each order or remark follows the other in regular succession, one below the other, and finally is continued, if necessary on foolscap attached to the letter.

20. **Note and order-sheets.**—In Commissioners' offices "Note and Order-sheets" may be used at the Commissioner's discretion in files dealing with important matters.

*Where the Collector or Subdivisional Officer does not himself open his covers, it should be made a strict rule that no fresh letter is on any pretext to be allowed to remain more than 48 hours in the office without being brought to his notice. If there is any difficulty in finding references, they can be put up after the Collector or the Subdivisional Officer has seen the letter.



21. Reminders.—Reminders received should be noted in columns 7 and 8 of Register no. 60 of letters received, against the letters on which they are received. They are to be treated as "C" class papers.

22. Treatment of acknowledgment.—A mere acknowledgment should not be treated as a fresh letter, but should be noted in columns 7 and 8 of the issue register against the letter to which it refers. When an acknowledgment only is issued, it should similarly be entered in columns 9 and 10 of the receipt register. They are to be treated as "C" class papers.

(C) TREATMENT OF REPLIES ISSUED.

23. Issue of letters.—When a draft has been written or approved and it is intended to be entered in volume I of the Issue Register, it should be marked 'Important'. Those not so marked will be treated as 'Unimportant'. There will be occasional check of the entries in volume II of the Issue Register to ascertain whether any important letter has not inadvertently found entry therein. This check can be combined with the scrutiny of the pending lists as laid down in rule 34-A. All pages of the draft if more than one should be stitched together in the left-hand upper corner. If there are enclosures to the draft they should be kept with the draft, and should not be given a separate serial number. If the draft belongs to one previously constituted file, but opens a new correspondence, it will form the nucleus (i. e. no. 1) of a new file to which the next consecutive file number within its collection should be assigned, and the entry of the file should then be made at once in Index Register under the collection to which it belongs, an appropriate "subject" or "title" being devised. The copyist will make the fair copy for issue on the form prescribed, if any and submit it for signature. In each fair copy of a letter the date of the draft should be noted under the place for the Collectors' signature; this will enable the Collector at a glance to check delay in the Copying Department.

24. Enter the issuing letter in Register no. 61 of letter issued, filling in columns 1 to 4 and entering the reminder, if required, in columns 5 and 6.

25. Enter the register number and the date and give the number of the collection and file, to which the letter belongs, on the draft which is to remain in the office file.

26. Affix the two docket stamps as given below, one in the left-hand upper corner and the other in the right-hand upper corner and then make the necessary entries thereon :—

Left-hand docket stamp.	Right-hand docket stamp.
	To be marked for takid.
Maps and plans.	Department.
Spare copies.	Branch.
Class of papers.	Collection No.
Reply received : No., date .	No. and year of file.
	Serial No. in File.
	Date of despatch.

27. Assign the serial number to the issuing letter as for letters received, *vide* rule 17.

28. In the fair copy, fill in the number of the letter, e.g., no. 707 | R. S./XII 3—19 (which means letter no. 707 in Register, no. 61 of the Settlement branch of the Revenue Department, Collection no. XII, file no. 3, serial no. 19).

29. Date and despatch the fair copy.

30. Write the actual date of issue on the draft, below the date of the letter, and place it in its proper place at the top of the file.

31. Fill up columns 9 and 10 (no. and date of reply) in the "Register of letters received," opposite the letter, if any, to which the outgoing letter relates.

32. The above operation having been completed, the clerk* in charge of the record will enter the newly-issued letter on the fly-leaf and return the file to its proper place in the collection to which it belongs.

*Reference clerk in the current record-room.

33. Entry of subject of letter.—In column 5 of Register no. 60 and 3 of Register no. 61 the subject of the letter received or issued should be entered with the utmost conciseness consistent with clearness as to what it relates to. On no account should an abstract of the letter be given. The entries should very seldom state more than is given in the specimens in Forms 9 and 10 in Appendix A. In many cases indeed it may suffice to enter merely the "file subject".

34. Number of typewritten copies to be prepared.—It happens not unfrequently, that orders or reports in the course of communication, through the official channels, to the officers for whom they are ultimately destined, are copied and recopied in every successive office they pass through. As typewriting machines are now in general use, a good deal of time and labour would be saved, if the issuing offices prepared and transmitted, with the original typewritten orders or reports, the necessary number of typed copies for the offices which they will ultimately reach. Ordinarily, three copies can be prepared on foolscap paper by a single operation from a typewriter. And if more than three copies are required, they may be obtained by duplicators where they are in use. Where there is no such machine or when less than seven copies are required, three copies only should be prepared by typewriters and transmitted, leaving the remaining copies to be prepared in the offices through which the orders or reports would pass.

34-A.—A pending list of all letters received or issued will be prepared in the form given below. Such a list will be prepared monthly separately for each volume of the Receipt and the Issue Registers and submitted with the Receipt and Issue Register on the 10th of the following month to the officers concerned for scrutiny and orders.

Form of monthly pending list.

Serial no. of *Receipt* — Register, volume I/II.
Issue

Subject

Date of Receipt or Issue.....

Present stage.	Orders.
1	2

(D) REMINDERS.

35. If the officer who drafts a letter that requires a reply has passed therein no order regarding the issue of reminders, and the general orders on the subject have been issued by the Collector, the ministerial head of the department or branch concerned will note on the draft the necessary orders. When in the letter itself a reply is called for by a specified time, the day following the expiry of that period should be fixed as the date for the issue of a reminder. Similarly when the reply has to be incorporated in a report which is due to a superior authority by a fixed time, and no time has been specified for the receipt of the reply, the ministerial head of the department or branch will note on the draft when a reminder should issue. The order regarding the reminder will be written in the appropriate space. If it is on plain paper, the order will be written on the top right hand corner after affixing the docket stamps.

36. When the letter is entered in Register no. 61, the clerk in charge of that register will copy this order regarding reminders across columns 5 and 6 of the register and will be responsible for duly issuing the reminders.

37. Ordinarily reminders should issue in the printed form prescribed for the purpose.

38. In ordinary cases, and in the absence of special orders under rule 35, the first reminder should issue one month from the issue of the original letter. It should be followed by another reminder after 14 days. If no reply is received within 7 days the case should be submitted by the clerk in charge of Register no. 61 to the head assistant of the department or branch for his orders, and the latter will, if necessary, consult the officer in charge. In all cases, however, it should be distinctly understood that, notwithstanding the absence of special orders, reminders should be issued at earlier periods when the clerk in charge of Register no. 61 can see from the subject of the letter or judge from known circumstances that an early reply is desirable: in such cases he should take the orders of the head assistant of the department or branch, and this should usually be done at the time when he enters the letter in the Register.

39. In issuing a reminder care should be taken that the subject-matter of the letter, to which it refers or of the enquiry to which the reply is wanted, is invariably given in a clear but concise way in order that the officer, who receives the dak, may at once know what is wanted without referring to the office. This rule applies to all reminders of every kind.

40. Any letter, regarding which the Collector has passed special orders for the issue of reminders or, in which a reply has been asked for by a specified time, must be entered by the head ministerial officer of the department concerned in a "Forward Diary," under the date on which the reminder is to issue; and that officer will be responsible for the issue of the reminders.

41. When no reply is needed, this will be expressed by "N. R." (No reply) in column 8 of Register no. 61. For letters described in rule 40, S. R. (Special reply) will be entered across the columns 5 and 6.

42. When in any office or branch of an office the number of letters issued is very small, the "Forward Diary" may be used for all reminders.

43. The clerk in charge of Register no. 61 will note in columns 5 and 6 of that register all reminders issued by him in the manner illustrated thus :—

"A. No. , dated the 1st April 1909" for (first reminder).

"B. No. , dated the 15th April 1909" (for second reminder).

"S. R. or D. O., dated the 1st May 1909" (for special or demi-official reminder).

"Tele, dated the 8th May 1909" (for telegraphic reminder).

44. It will be his business to scrutinize Register no. 61 daily to ensure that reminders are promptly issued; and he will be responsible for all delays, except those which arise in connection with "special order" letters referred to in rule 40.

(E) FORWARD DIARY.

45. The Board prescribes a "Forward Diary" (Form no. 18, Appendix A) for use by ministerial heads of departments and others in the Collectorates and Commissioners' offices, the nature of whose work requires them to put up cases, files or letters on particular dates. The Diary should be used by such officers as the Collector thinks necessary. The Diary does not supersede any existing prescribed register.

46. The following instructions are given for the use of the Forward Diary :—

- (a) The dates are printed on the edge of the Diary. For each date there are 12 compartments, facing the date.

Ordinarily the top left-hand compartment on the page would be for January, the next for February, the next for March, and so on. For each day's entries one of the 12 compartments should be used. When the number of entries is likely to be ordinarily very large, two compartments may be used for each day of a month. In this case the Diary will be for six months only, and another Diary form will be brought into use after six months.

- (b) In the space below the name of the month, the numbers of the cases, files or letters required to be put up on the date against the page should be noted.
- (c) All entries made against a day should be struck out at the end of the same day, those not disposed of on the day being entered against the dates when they have next to be taken up.
- (d) Possibly in small branches of his office the Collector may find this diary useful as a Takid Register where the card reminder cabinet system is not in force. (See also rule 42.)

47. The Forward Diary might be used as a case Diary when the number of cases is very small.

(F) RULES FOR THE TREATMENT OF CONFIDENTIAL CORRESPONDENCE.

48. **Confidential Communications.**—The following rules regarding despatch and preservation of confidential communications should be carefully noted, and adhered to by all officers through whose hands confidential communications may pass.

49. When confidential papers are sent out of an office, they should be placed in double covers, the inner cover being sealed marked "Confidential"—and superscribed with the name only of the officer for whom they are intended, the outer cover being addressed by his official designation only and without the addition of his name.

50. When letters are received in an office they are usually opened by some trusted official, whom the head of the office appoints to that duty. When he, on opening a cover, finds inside another envelop marked "Confidential" and addressed by name to the head of the office, he should be careful not to open it, even if the head of the office is away on tour. The addressee should invariably open the inner cover himself and allow no subordinate to open it.

(Bengal Government no. 875-P dated the 10th March 1905.)

51. Confidential papers should not pass through the office in the usual course. Only the head of the office and one or two trustworthy clerks (whose names are to be noted) should deal with them. They should pass from hand to hand and should either be delivered personally or be sent in sealed covers.

52. Confidential papers should be classified as follows :—

- (a) Papers (mostly printed) which are confidential in a minor or more or less formal sense, such as weekly reports on Indian papers, confidential circulars issued by various departments, and certain annual reports of the Political Department.
- (b) Character statements of subordinate officers.
- (c) Papers which are confidential only during the pendency of discussion and not after a decision has been arrived at.
- (d) Papers which are strictly confidential, such as weekly police abstracts and the demi-official correspondence of heads of offices with one another or with the Governor direct.

53. Papers falling under heads (a) and (b) should be kept in the office in a box or almirah fitted with a Chubb's lock, the key of which should remain with the Personal Assistant where there is one, or with the head assistant unless for any reason the head of the office thinks it necessary to keep himself. They should be entered in a special register, in which should be entered the date of receipt, the number and the date of the letter, the subject to which it relates, and the nature of the action taken. When a case is taken out of, or returned to, the almirah or box, a note to that effect should be made in the register. An index to the register should be prepared in offices in which the cases are considerable in number. The register and index should also be under lock and key. When the officer in charge of these papers goes on leave, he should hand over the key to his successor, after verifying the contents of the box or almirah in his presence.

54. Papers falling under heads (c) and (d) should be kept in a locked box or drawer in the personal custody of the head of the office. When vacating his office he should personally hand them over to his successor.

55. At the end of each year the papers of all four classes should be examined under the personal supervision of the head of the office; and papers, which it is no longer necessary to keep, should be destroyed, and papers falling under heads (c) and (d) should be transferred at his discretion to the office almirah.

56. When the office initiating correspondence considers that there is need for special secrecy, he should always indicate that fact.

57. Commissioners of Divisions, District Officers and Heads of Departments should keep specially confidential papers in a safe.

N.B.—The head of the office in these rules is the officer who makes appointments in the office, gives leave, etc. i.e. a Commissioner, Collector, District Judge, Head of a Department, Secretary to the Board of Revenue, etc., as the case may be.

(G) ARRANGEMENT OF FILES AND COLLECTIONS OF CURRENT AND RECENT ENGLISH CORRESPONDENCE.

58. **Current correspondence.**—In addition to the correspondence of the current year, that of the preceding one, two, or three years, (as found convenient) may be treated as "recent correspondence" and kept in shelves in the clerk's room for ready reference in charge of a reference clerk. At the end of each year, the correspondence of the year which passes out of the category of "recent correspondence," for example, correspondence over three years, will be transferred to the record-room, as described below in rules 77 to 81.

59. **Shelves to be divided into compartments.**—The current correspondence shelves should be divided into compartments. If the correspondence of more than one department is kept in one room a convenient number of compartments should be assigned to each department, and should be labelled accordingly.

60. Every collection should be kept in its proper place in the shelves, and every file in its proper place within the collection, except when it is in actual use.

61. **Fly-leaf.**—In every file should be kept a fly-leaf, i.e., list of the letters, which constitute it, an addition being made to the list, as before directed (*see* rules 17 and 32), as each letter is received or issued. The form is given in Form no. 21, Appendix B.

62. **Fly-leaf to be permanently kept.**—The fly-leaf of English correspondence will be printed on stout paper. If it contains any A letters, it will be permanently kept, and will at once indicate in which file any required paper is to be found or that it has been destroyed.

63. When a whole file is removed, otherwise than for dealing with letters newly received as provided for in rule 17, the fly-leaf attached to a file board is to be left behind in its place. When the file is returned, the fly-leaf will be replaced on the top of the file.

! 64. **Removal slip.**—Whenever a paper is removed from a file a removal slip note is to be kept in it to indicate where the paper has been removed. The form of removal slip is given in Form no. 24, Appendix B.

65. **Treatment of removal slip note.**—When any register or bound volume is sent out of the English office or record-room, a removal slip note attached to a file board (as a mere slip by itself is likely to be lost) should always be put in the place whence the register, etc., was removed. This slip will give a description of what has been removed, and will show where and to whom it was sent, and the date of its removal. This removal slip should be destroyed when the register or bound volume is returned.

! 66. **Clerks are not allowed to keep masses of pending files on their table.**—Correspondence clerks are not to be allowed to keep on their desks masses of pending files in order to go over them periodically to see if in regard to any one of them action has to be taken. No clerk should be allowed to have by him any files save those actually required by him to dispose of work in hand.

67. **Treatment of current correspondence after the close of year.**—At the end of the current year, before the correspondence of that year is transferred to recent correspondence and the recent correspondence of the third preceding year is transferred to the old correspondence in the record-room, every collection and file of the year just ended must be gone through and examined.

68. All the finished and completed files of the year just ended must be transferred to the rack assigned to the correspondence of the first year of recent correspondence. Similarly the files of the first recent year must be transferred to the rack for the second year and those of the second year to the rack for the third year.

69. **Printed slip for pending files—Form no. 29.**—As regards the correspondence of the year just ended, all the pending files, i.e., files in which correspondence is not completed, will ordinarily be retained with the files for the new year, their places in the original collections being taken by the printed slip for pending files, Form no. 29, Appendix B, properly filled up and completed. The separation

of such files from the collections, of which they originally formed a part, will be final. For the purpose of tracing them in future, a note must be made at once against the entry relating to such files in column 4 of the Index Register no. 62 that "File no has been transferred to and has become File no. of collection no. of the year". Similarly in column 4 of the Index Register no. 62 of the new year a note will be recorded showing the old file number of the previous year.

70. The files will be treated in every respect as files of the new year and fresh letters received and issued will be given serial numbers in continuation of the last number in the files so transferred.

71. When, however, such files are already bulky, the transfer need not be made, and a new file may be opened for the new year starting with a fresh serial number. In such cases the previous year's file will be tied up with the new file so long as required a removal slip being kept in its place as provided in rule 61. When no longer needed, it will be restored to its place in the collection of the year to which it belongs.

72. If at any time a matter is re-opened, the file in connection, with which has been transferred either to the first, second or third year's recent correspondence or to the record-room itself, the procedure in rules 69 and 71 should be carried out.

73. **Destruction of "C" papers.**—Before transferring any correspondence to the record-room under the above rule, all "C" papers should be removed from the files and destroyed.

74. **Spare copies of printed letters.**—Spare copies of printed letters must not be kept in the file, but must be separated and kept in a bundle. There will be one bundle for each department, and each year a fresh bundle will be started. The bundle for three years will be kept in an almirah in the room where the current records are kept. After three years the bundle will be removed to the old record-room where it will be deposited in a place to be assigned for spare copies. In front of the bundle will be suspended a label with the words—

Spare copies of—.

Department—.

Year—.

75. Inside the bundle the letters will, as soon as received, be placed according to the order of their receipt, a list being kept at the top of the bundle of the contents in the form :—

Date of receipt.	Number of copies	Subject	FILE TO WHICH LETTER BELONGS.				(a) Date of removal of copy; (b) number of copies removed; (c) balance remaining; and (d) signature.			
			Year.	Col-lection.	File num-ber.	Serial num-ber in file.	a	b	c	d
			4	5	6	7	8	9	10	11
16th April 1909.	8	Agricul-turists' loans.	1909	I	3	24	22-6-09 14-3-10	2 3	6 3	K.A.P. K.P.B.

76. Periodical returne will have assigned for them a separate shelf of compartment.

(H) ARRANGEMENT OF FILES AND COLLECTIONS OF OLD ENGLISH CORRESPONDENCE.

77. **Transfer to record-room.**—As mentioned in rule 58, as soon as possible after the close of each year, the correspondence of the year which has passed out of the category of "recent correspondence," will be transferred to the record-room as old records, along with the registers of letters received and issued for that year and the Index Register of collections and files. Without these registers the record-keeper must decline to receive any correspondence, except under express orders of the Collector. It is also the duty of the record-keeper to make such a scrutiny of the records made over to him as will satisfy him that all "C" papers have been destroyed, that each file has a proper fly-leaf, and that the papers are arranged in due serial order.

78. **Removal of the file-boards.**—Use of printed slip —Form no. 31.—Before placing the files so transferred on the old record racks, all file-boards must be removed. The boards, so removed, if fit for uses must be put aside with their tapes and made over to the Form clerk to be entered in his Stock Register and issued as required.

The record-keeper should have a supply of *file-boards* for use in connection with files called for by the reference department from the old record-racks. The boards not fit for use must be repaired, if necessary, by the daftari and put into the stock of stationery and forms for re-issue as required. A printed slip, Form no. 31, Appendix B, should be pasted on the flap of the file-board when the board is utilized for a file. When the board is required again for a fresh file, fresh slip should be pasted over the first one.

79. It is forbidden to the Forms Department to issue to the Board of Revenue and its subordinate offices file-boards containing any printed inscription.

80. **Missing files to be accounted for.**—When a year's correspondence is made over to the record-keeper, if any of the files are not made over to him because they have been transferred to the next year or because they are missing, he must report the facts to the Deputy Collector in charge of the record-room, and the Deputy Collector must satisfy himself in regard to the files alleged to have been so transferred that they have been transferred and must give the record-keeper a certificate to the effect. Any omissions that are discovered must be brought by the Deputy Collector to the notice of the Collector, and also the facts in regard to all missing files.

81. **Arrangement in record-room.**—All the records of one year deposited as old records will be kept on the old record-racks together. The record of each year will be divided into departments and the departments subdivided into collections, within which the files will be arranged numerically, i.e., according to the number which they bear in Index Register no. 62.

82. **Files to be placed vertically and tied up in packets of sufficient size to fill the depth of the shelves.**—Form no. 30.—As mentioned in rule 78 the file-boards are to be removed from the files, and the latter will then be arranged in due serial order in collections. The collection will be tied up and placed standing upright on the shelf with list in Form 30, Appendix B, on its front. If the collection is too deep for the depth of the shelf, it will be divided into two or more packets with Form 30, Appendix B, on each. If the collection is very small, it may be attached to the next serial collection or collections to make a packet deep enough to fill up the depth of the shelf. Each packet must have a flat board before and behind.

83. **Contents of packets.**—Form no. 30.—On the front of the flat board of each packet will be pasted Form 30, Appendix B.

84. Packets to be arranged by departments.—The packets so formed will be arranged by departments on the record-racks, and the year to which the packets belong should be labelled in the part of the rack which is assigned to them.

85. On the label of Index Register no. 62 will be noted the number of the rack, compartment and shelf where the files entered in that register are to be found. Each rack, compartment and shelf must have its number conspicuously painted on itself, if possible, otherwise on a black tin label with white lettering securely fastened in its place.

86. Checking of stamps by record-keeper.—It shall be the duty of the record-keeper, on receiving records from any office or department for deposit in the record-room, to ascertain personally or through the examination of a responsible assistant that on every document chargeable with stamp duty the head ministerial officer concerned has made the prescribed entry as to sufficiency or otherwise of the stamp borne [rule (12), section IV(a), Part III, page 267 of the Bihar Stamp Manual, 1955] and that the rules regarding cancellation of court-fee stamps have been properly carried out. Should any of the stamp show signs of having been tampered with, or should there be any deficiency or any suspicious circumstance, he must at once submit a report to his superior officer. This examination may be made at the time of second punching prescribed in rule 87 below.

87. Second punching by record-keeper.—The record-keeper of every court or office shall, when a case is decided and the record consigned to his custody, punch a second hole with a triangular punch in each label distinct from the first, and at the same time note upon the fly-leaf the date of his doing so. The second punching should not remove so much of the stamp as to render it impossible or difficult to ascertain its value or nature, and should be made on the day the records are received in the record-room, or as soon after as possible and should not await the inspection or examination of the records. These directions apply only to adhesive labels used under the Court-fees Act. Impressed stamps used for denoting court-fees need not be cancelled, or punched, otherwise than as required by section 30 of the Court-fees Act. The portion punched out must be destroyed by burning.

(I) CLASSIFICATION, PRESERVATION AND DESTRUCTION OF ENGLISH CORRESPONDENCE KEPT IN BOTH THE CURRENT AND THE OLD RECORD-ROOMS.

88. Preliminary.—The following rules are issued with the sanction and approval of Government for the offices of Collectors of Revenue

and of all offices subordinate to a Collector. Commissioners and other officers subordinate to the Board will be guided by the spirit of the rules in dealing with the records of their own offices, and in accordance therewith will exercise their own discretion in directing the destruction of unnecessary papers.

89. Classification of records.—English records will be classified on the same principle as vernacular papers. Class A will contain papers to be *permanently* preserved, class B will contain papers to be destroyed after *twelve years*, and class C will contain papers that need not be kept for more than *two years*. It is generally possible to determine at once to which class a letter will belong, and to prevent an undue accumulation and neglect of this work, it is desirable at once to distinguish all letters as A, B, or C, and mark the B and C letters by hand. The C letters should, when the correspondence is closed, be separated from the rest and tied up in a separate packet. This packet should, however, be tied up with the packet of A and B letters of the same correspondence until the time comes for destroying the C letters. Documents marked D on the fly-leaf as prescribed in rule 17 should be left with the letters with which they were received and should be dealt with at the proper time as prescribed in rule 228.

90. Responsibility of officers.—The Collectorate head assistant will be primarily responsible for seeing that the English records are intelligently classified in accordance with these rules. In cases of doubt, the head assistant will obtain the orders of the Collector.

91. Knowledge of officer to be tested.—Before any officer is entrusted with B and C stamps, the Collector must ascertain that he has made himself thoroughly acquainted with the table given in rule 100.

92. Supervision of Collectors.—It will always demand the exercise of considerable tact, local knowledge, and intelligence to prevent the destruction of papers that may be needed for future reference. Much, therefore, must depend on the careful supervision of Collectors. No rules can be applicable to all districts in all cases, and it is not intended that the classification now prescribed should be arbitrarily followed without the exercise of any individual discretion. Such discretion will generally be more soundly exercised in the preservation than in the destruction of a record of doubtful importance.

93. Object of the classification.—The three lists given in rule 100 contain the detailed classification by which officers are to be guided in the destruction of English correspondence. The object of this classification is to provide for the permanent preservation of all really important papers, and at the same time to ensure the periodical destruction of the mass of ephemeral and trivial correspondence



that now blocks up the record-shelves and almirahs in the local offices. It will be observed that it is "correspondence of importance" only that is classified under class A. The object of this classification is to enable a Collector to weed the files of papers of no permanent value. It is evident, for instance, that correspondence regarding the establishments for making settlements and surveys need not be kept for ever, though it may be well to keep it for more than two years. In such matters the discretion of a Collector must be exercised.

94. Correspondence bound up in books not to be destroyed.—No early correspondence that has already been bound in books is on any account to be destroyed without the special sanction of the Board. This sanction will, as a rule, only be given when such books are in such a state of decay as to be practically useless, or when a procedure has been followed similar to that described by Mr. Toynbee in the preface to his *Sketch of the Administration of the Hooghly District from 1795 to 1845*, published at the Bengal Secretariat Press in 1888.

95. Revision of record-rooms to be made every five years (Quinquennial revision).—Although, according to the lists, papers in class A are to be kept "for ever", an expression used because it is unsafe to fix any period within which they may be unobjectionably destroyed, it is necessary, in order to prevent the excessive accumulation of papers, to make arrangements for periodically relieving the record-rooms of old papers which are really of no permanent importance or administrative interest. Such a revision should accordingly be made every five years by an Assistant or Deputy Collector (unless the Board, upon the receipt of a report as to the state of the record-room, approves of the revision being postponed for another period of five years), and a report made to the Collector upon whose authority the superfluous records will then, after personal inspection, be destroyed. The next revision of the record-rooms should be in July, 1960, and subsequently at exact intervals of five years; but if any record-room is generally so dark in July as to impede the work materially, the Collector may select another month.

96. Receipt and Issue Registers to be kept permanently.—Receipt and Issue Registers of English correspondence should be preserved permanently.

97. A note should be kept on a label inside the front cover of Register no. 62 showing—

- (a) where the collections and files referred to are stacked;
- (b) the annual total of letters received and issued in each department.

A specimen of the proposed entry is given below :—

Year 1906-07

Collectorate side.

Department—Wards.

Total number of collections I to XX

Total number of letters received in 1906-07 .. 2,000

Total number of letters issued in 1906-07 .. 1,800

Total .. 3,800

Placed in record-room on Rack no. II, shelf no. I.

98. Fly-leaves which contain any A letters should be preserved permanently, while those, which contain only B or C letters or both, should be destroyed when the letters are destroyed.

99. **Memorandum to be kept.**—A memorandum of English correspondence destroyed must always be made and recorded, *vide* rule 230(c).

100. **Detailed classification.**—The following table shows the classification of English correspondence and other English records.

CLASS A.

Papers to be unmarked and to be retained for ever.

Correspondence of importance regarding—

Settlements.	Land registration.
Surveys.	Common and special registration.
Waste lands.	Malikana.
Embankments.	Civil suits.
Irrigation.	Service tenures.
Drainage.	Sales.
Government estates.	Enhancement of rent.
Escheats.	Court of Wards and other private
Endowments.	estates managed by the Collector.
Stamps.	Land improvement.
Resumptions.	

Boundaries.
Partitions.
Redemptions.
Transfers.
Remissions and abatements.
Customs.
Salt.
Excise.
Assessed taxes.
Jurisdiction.

Land Acquisition.
Local cess.*
Statistics.
Forest conservancy.
Floods.
Famines.
Titles conferred by the Government of India.
Pensions.†
Appeals, where the question is one of permanent interest.

All annual reports and returns.‡

All resolutions on those returns.

All circulars from Government, the Board, Legal Remembrancer, Accountant-General, etc.

All letters communicating rules and general instructions.

Correspondence on other subjects of importance to be included at Collector's discretion.

All old correspondence already bound up in books.

All printed reports and books, including regulations and laws.

The classification in the record room of official publications, reports, etc., will be found in the Bengal Government, General Department, Miscellaneous Circular no. 40, dated the 20th July 1901, to the address of Commissioner.**

All maps and survey records.

All lists of papers destroyed.

District and Subdivisional Officers' confidential note book (prescribed in Bengal Government order no. 42 Misc., dated the 25th November 1908).

*Old Cess returns are to be destroyed when a revaluation has been made.

†These cases are to be preserved for five years after retirement of the officers concerned.

‡They should be treated as "C" class papers if they are blank.

**The Provincial (now State) Government have since directed that the half-yearly Civil Lists, supplied to the District Officers, should be treated as B or C class papers in the district libraries as the Commissioner of the Division may decide.

CLASS B.

Papers to be marked with the letter B, and to be kept for twelve years.

Correspondence regarding—

Any of the subjects mentioned under class A, which is of comparatively small importance and which it is obviously unnecessary to keep beyond twelve years.

Tents.

Economic museums.

Takavi advances.

Executions of decrees.

Public Works and Buildings.

Record grant.

Stationery.

Matters of account.

Budgets. *

Embezzlements.

Securities of officers, except those of ministerial officers who are dead and no longer in service in which case they become C papers, the period of retention being calculated from the date of termination of service.

Treasure trove.

Recovery of stamp fees.

Opinions on Acts and Bills.

Appeals, except where the question is one of permanent interest.

Appointment and dismissal of ministerial officers.

Leave, appointment and charge.

Vakalatnamas and *Mukhtarnamas*, except when the records in which they are filed, are to be preserved permanently.

Other correspondence of a miscellaneous nature to be included at the Collector's discretion.

The following quarterly, half yearly and *kistwar* reports and returns, viz. :—

I—Detailed account of estates held under direct management.

IA—Return of advances made on account of works of improvement in Government estates outstanding more than three months.

II—Proceedings under the Rent Laws.

V—Certificates filed under Bihar and Orissa Act IV of 1914.

IX—Abatements of revenue and removal of estates.

X—Demands, collections, remission and balances of land revenue.

*Detailed budget estimates of an office should be preserved for 5 years.

XVIII—Progress in taking up lands for public purposes.

XVIII(a)—Progress made in the temporary occupation of land under section 35, Act I of 1894, for public purposes.

Monthly returns XVIII and XVIII(a).

XXXIV—Progress made in valuation or revaluation operations under the Cess Act.

XXXVIII—Demands, collections and arrears of cess on land and mines.

XXXIX—Subsidiary statement or explanation sheet of figures shown in cross-head 5 of table II, of return no. XXXVIII (used in districts where the rate of local cess is not the same).

All resolutions on above returns.

Diaries of District Officers in the Sadar and of Subdivisional Officers in that subdivision.

Inspection memoranda and orders.

Petition for leave to appear at the Revenue Agents' Examination.

Fire relief records.

Money order, acknowledgment receipts and postal receipts in respect of pensions paid by money order.

CLASS C.

Papers to be marked with the letter C and to be destroyed after two years.

All the diaries except those already noted under class B.

All quarterly, half-yearly and *kistwar* reports and returns except those already noted under class B.

All monthly returns except XVIII and XVIII(a).

All returns from subdivisions and other subordinate officers incorporated in the district returns.

All resolutions on above returns.

All weekly and fortnightly returns.

All the blank reports and returns.

All reminders, memoranda, and similar unimportant small letters in classes A and B.

Dak and town despatch-book.

Applications from ministerial subordinates; indents for forms and stationery.

Accountant-General's objection statements and explanations thereon.

Office copies of the salary bills of gazetted officers (including Sub-Deputy Collectors).

Office copies of absentee statements.

Statement of monthly progressive expenditure and correspondence relating to discrepancies in figures.

101. Such letters of transient interest as under rule 6 are placed in the Miscellaneous Collection, are ordinarily to be included in class "C".

102. Assessment lists, counterparts of chalans, records of objection cases, Treasury Officer's daily advice lists of income-tax collections and other miscellaneous papers should be considered as falling under class C.

103. Excise records.—The records of the Excise Department will be treated in the same way as those of other departments according to the rules in this Manual, and will be preserved or destroyed according to the classification.

104. The special rules for classification and preservation, etc., of Election papers, records of the Department of Commercial axes, the Workmen's Compensation Act records and papers relating to the punitive tax [that is, the extra on special police, as indicated in Appendix 63(V)(10) of the Bihar and Orissa Police Manual, 1930, Volume III] will be found at the end of Appendix D.

(J) PROCEDURE FOR DESTRUCTION OF B AND C PAPERS.

105. Annual destruction of "C" papers and its procedure.—There will be a destruction of English correspondence every year in the month of August; but if any record-room is generally so dark in this month as to impede the work materially, the Collector may select another month. As regards "C" papers they must, in accordance with rule 90, be destroyed at the expiry of two years, and the duty of destroying them falls entirely on the department to which they belong, and not on the record-keeper. If he is satisfied

that the department has carried out the rules and classified all the papers properly in the beginning, the officer in charge of the department will sanction the destruction of these papers without further scrutiny; but if in any file it is found that the classification has been left undone or carelessly done, he will at once order their classification. This annual task of sorting the records for "C" papers, their destruction, and the rearrangement of the remaining papers will be performed by the permanent staff of the department, and no temporary staff should ever be employed for these purposes without the special leave of the Board. No separate list of these "C" papers need be prepared, for they are noted on the fly-leaf of the file at the time they are first received or issued.

106. Procedure for checking "C" papers in each file.—When the files are made over at the end of the three years to the record-keeper, all he will have to do as regards "C" papers is to satisfy himself that the fly-leaf contains an entry about every serial number of the file, and that the class of every serial number has been duly entered on the fly-leaf. It is not his business to check the classification. If he finds that any serial number is not entered, or has not been classified, he will immediately return the file to the officer in charge of the department for the omission to be repaired.

107. Procedure to be followed in the destruction of "B" papers.—Similarly, in August of each year, unless the record-room is so dark in that month as to necessitate the selection of another month as permitted in rule 105, the record-keeper of old correspondence will under the sanction of the Collector or Deputy Collector in charge of the record-room, destroy all the "B" papers which have completed their twelfth year. Instead of going through all the papers of each file, the record-keeper is to find out from Form no. 30 pasted on the front of the flat-board of each packet, what files require sorting for destruction, having completed their twelfth year in that year, and to get down those files only. Then the procedure prescribed for the destruction of "C" papers should be followed in the destruction of "B" papers. No separate list of "B" papers is required before destruction.

108. Period for destruction of "B" and "C" papers.—The annual destruction of "C" papers will include no papers on which final orders were passed later than the 31st March of the third preceding year. The same principle is to be followed in calculating the twelfth year for the destruction of "B" papers.

109. Destruction of exhibits or private documents.—It is to be clearly understood that these rules for the destruction of English

correspondence do not authorize the destruction of any exhibits or private documents. The rules which govern the disposal of such documents will be found in Chapter V.

(K) CLASSIFICATION, PRESERVATION AND DESTRUCTION OF GAZETTES.

110. India Gazette.—The *India Gazette* is not required by district officers. Copies of parts V and VI of the Gazette, in which the Indian Legislature Bills and Acts are published, may, however, be purchased for use.

111. Bihar Gazette.—The *Bihar Gazette* consists of the parts noted on the margin.

Part I	..	Appointments, Postings, Transfers, Powers, Leave and other Personal Notices.	Two copies of the gazette are supplied to each
Part I-A	..	Order of commandants of Volunteer Corps.	District Officers and one copy to each Subdivisional Officer.
Part I-B	..	Programmes and Results of various examinations, Award of Scholarship, etc.	At district headquarters one complete copy should be kept in the office for three years only for reference and then sold as waste paper. The other copy, with the exception of Parts I-B, I-C, IX and IXA, should be bound with the indexes at the end of each half year ending on the 30th June and 31st December and preserved for 35 years. Parts I-B, I-C and IXA should be bound together with the respective indexes at the end of the calendar year and preserved for 12 years. Part IX will not be bound but will be kept for three years only and then sold as waste paper.
Part I-C	..	Educational Notes, Results of Examinations, etc.	
Part II	..	Regulations, Orders, Notifications, Rules, etc., issued by the Governor of Bihar and by Heads of Departments.	
Part III	..	Orders, Notifications and Rules of the Government of India, of the Government of Bengal and of the High Court, Papers extracted from the Gazette of India and Provincial Gazette.	
Part IV	..	Bihar Acts.	
Part V	..	Bills introduced into the Bihar Legislature, Reports of Select Committees presented to that Legislature and Bills published before introduction in that Legislature.	
Part VII	..	Acts of Parliament assented to by the President.	
Part VIII	..	Bills introduced in Parliament of India, Reports of Select Committees presented to Parliament and Bills published before introduction in Parliament.	
Part IX	..	Advertisements, Notices, etc.	
Part IXA	..	Sale Notices of the Forest Department.	
Part X	..	Circulars and General letters by the Accountant-General, Bihar.	
Supplement.			

A complete copy of the gazette should be bound at the end of each half year and preserved permanently in each Commissioner's office. If a District Officer wishes to refer to any older gazette he may obtain it from the Commissioner's record room.

112. At subdivisions, the gazettes should be kept unbound. The unimportant parts should be sold as waste papers after 3 years and the important parts, such as Bills, Acts, notifications of Government, etc., after 12 years.

(L) CLASSIFICATION, PRESERVATION AND DESTRUCTION OF REGISTERS.

113. **Label of register.**—A label should be typed in office and affixed to the outside cover of each Register showing the number, name, period of preservation and the authority prescribing it whether Government, the High Court, Board or Law. Samples are given in Forms nos. 22 and 23, Appendix B.

114. **List of authorised registers and preservation and destruction of those registers.**—In Appendix E is given a list of all authorised registers, branch by branch, showing the period for which each is to be retained. Registers which according to that list are to be preserved for three years or less should not be consigned to the record-room, but should be retained in the office in which they were written and should be destroyed by that office with the Collector's sanction on the expiry of the prescribed period. All other registers are to be consigned to the record-room as soon as completed. Those that are to be preserved permanently will be entered by the record-keeper in Register 57, and those that are to be preserved for more than three years but not permanently, in Register 57-A. Registers 57 and 57-A, the forms of which are given in Appendix A, Forms nos. 7 and 8, are to be preserved permanently.

NOTE 1.—Registers of Revenue Deposits should not be regarded as "completed" until the outstanding balances lapse to Government after 3 years as laid down in Article 206 of the Civil Account Code, Volume I, 8th Edition (2nd reprint), 1935.

NOTE 2.—In districts where old registers are maintained under repealed Acts (e.g., Act X of 1859 and I of 1879) they will be preserved or destroyed according to the rules in existence at the time when those Acts were in force.

115. **Registers 57 and 57-A.**—Registers 57 and 57-A should be arranged by branches as given in Appendix E, and for each branch a separate volume or set of pages should be provided in accordance with the estimated requirements of space for the registers relating to that branch. Similarly within the volume or set of pages, one page, or a series of pages according to estimated requirements of space, should be set apart for the entries of the completed volumes of each separate register. When the allotted space has been exhausted, the entries should be carried forward to a new set of pages in the same volume, or in a new blank volume as may be found convenient.

Each volume should be given a consecutive number which should be marked on the outside of the volume. The name or

names of the branch or branches contained in each volume should also be written on the outside of the volume.

At the beginning of each volume should be pasted an index in the following form.—

Name of branch.	Description of Register.	Page where to be found.
Batwara	I—Cash book of partition fees ..	11 to 16.
Ditto	II—Cash book of stamp fees ..	17 to 20.

An Index of branches should also be kept in the following form and pasted into the first volume of register 57 and of register 57A :—

Name of branch.	Numbers of volume or volumes.

116. No unauthorized register should be kept in any department.

117. **Introduction and retention of registers not expressly authorised.**—If the Collector considers a certain register, not prescribed by higher authorities, essential, such register may be kept provided the Commissioner sanctions its adoption as necessary owing to local circumstances, but not otherwise.

118. **List of registers kept in each department.**—In each department should be hung up a list showing the registers kept in such department. This list should be signed by the Deputy Collector in charge and be kept up to date. Where any clerk is found using a register not entered in this list, he and the ministerial head of the department should be required to show cause why they should not be punished.

119. Destruction of registers after they are rewritten.—When all the entries in a volume of a register are recopied into a new volume the responsible ministerial officer should certify in writing on the new register that it is in accordance with the old register, and the Deputy Collector in charge of the department, or in the case of registers kept at subdivisions, the Subdivisional Officer should countersign and date such certificate after such test as the Collector may prescribe. The old register volume, provided it is not one of the registers prescribed by law, will then be destroyed.

120. Register to be kept in English.—Registers must all be kept in English.

(M) CLASSIFICATION, PRESERVATION AND DESTRUCTION OF TREASURY RECORDS.

121. The treasury records mentioned in Appendix F may be destroyed after the period noted against them.

122. The rules regarding the destruction of accounts records appertaining to the accounts audited by the Indian Audit Department are contained in annexure B to Chapter I, Section XIII of the Bihar and Orissa Account Code, 1926.

CHAPTER II.—Vernacular Records.**A.—RULES RELATING TO CURRENT VERNACULAR RECORDS.**

NOTE.—Under the term "Vernacular" are included all case records, whether in English or in vernacular.

123. Departmental heads.—The business of a Collector's office is divided into departments, a ministerial officer being placed at the head of each department and held responsible for all the papers of every case in his department until it passes into the hands of the record-keeper under rule 125. An officer may be in charge of more than one department.

124. Superintendent to distribute and supervise.—The Superintendent is responsible that the papers daily received are daily made over to the officers in charge of the different departments, and duly filed and entered on the combined title-page and fly-leaves and in the books, and disposed of with due care and attention to arrangement. It is the duty of the Superintendent also to see that cases required for the Collector's proceedings are duly brought forward by the officer in charge of the departments at the times appointed, and that each case or paper is returned daily to the proper department before the office breaks up.

125. Procedure for delivery of vernacular records to record-keeper.—The office in charge of each department should enter every case as it is instituted in the particular register prescribed for the purpose. All records which are not required for immediate reference must be transferred by the department concerned to the record-keeper within the month following that in which the records have been disposed of. (The exact date on which each department will send its records will be fixed by the Collector under rule 146.) The date of transfer is to be written against the entry of the case in the departmental book. The record-keeper must receive every completed case whenever tendered to him, signing the entry in evidence of his having received the case, except that in respect of landlord fee cases and those relating to rent suits (in districts where they are tried by Deputy Collectors). The records can be sent monthly to the record-room with duplicate lists in High Court Form 20 (R), when the record-keeper will only sign and return the duplicate Form. The Superintendent is responsible for these instructions being duly attended to. He will see that records are not unnecessarily detained by the departmental officers on the plea that they are required for reference.

126. Combined title page and fly-leaf for vernacular records.—To each case except as provided in rule 171 is to be attached a "combined title page and fly-leaf" on which a descriptive list of

all the papers in the case to be given with a suitable heading descriptive of the nature of the case, the name of the estate and pargana to which it pertains, and the names of the principal parties concerned. The entries of papers in the list are to be made daily by the responsible officer, as the papers are filed and in the order in which they are filed. The combined title page and fly-leaf must never be changed, and the writing of it must not be deferred till the case is ready for transfer to the record-room. The form of the combined title page and fly-leaf will be found in Form no. 26, Appendix B.

NOTE.—Applications for repayment of deposits in rent suits tried by Deputy Collectors should not be treated as separate cases but as part of the original cases.

127. Every exhibit or other document belonging to a private party filed with an application or other paper will have assigned to it a sub-number. For example, if the application or paper is numbered 13, the exhibit or private document filed with it will bear sub-number 13 (a). If more documents than one are received with an application or paper, sub-numbers 13(b), 13(c), etc., will be given to them. These sub-numbers will be entered in column 1 of the combined title page and fly-leaf, the description of the document in column 2 and the letter D in column 6.

128. Preservation and destruction of combined title page and fly-leaf.—The combined title page and fly-leaf of vernacular records will be printed on stout paper. It will have the class of the highest paper entered in it. If there is an A paper entered in it, then the combined title page and fly-leaf will be an A paper. Otherwise, it will be a B or a C paper, as the case may be, and destroyed along with its B or C contents.

129. Order sheet.—To each record of land revenue cases is to be attached an "order sheet" in Form no. 20 in Appendix B, to enable the Revenue officers to see at once the progress of every case from its institution to its close and the manner in which their orders have been carried out. The form is intended to contain a note of every hearing as well as every order made in the case.

B.—ARRANGEMENT OF CURRENT AND OLD RECORDS ORDINARILY KEPT IN THE VERNACULAR WHEN DEPOSITED IN THE RECORD-ROOM.

130. Each to have separate press.—A separate press or other fit receptacle for the secure preservation of papers is to be assigned to each department of business, the key of which is to be in the custody of the officer in charge of the department.

131. Arrangement of vernacular records.—In the arrangement of the vernacular records of a district the principle to be followed

is to keep together as much as possible all the papers, which relate to one estate (whether it be revenue-paying or revenue-free) and to keep the papers of each estate separate from those of another estate. The papers relating to revenue-free estates are kept in a separate place from those for revenue-paying estates, and are arranged on the shelves according to their serial number in Land Registration Register B. The papers relating to revenue-paying estates are arranged according to the serial order of their tauzi number. If the papers of an estate are so voluminous as to require subdivision, they may be so subdivided according to local convenience.

132. Tauzi numbers and Register B numbers to be written on shelf.—On each shelf, or compartment of a shelf, will be clearly and durably written or painted in a prominent place the tauzi numbers or Land Registration Register B number of the records thereon, e.g., T. nos. 501—700 or B nos. 250—500.

133. Papers of a general nature will have assigned to them a separate shelf or compartment.

134. Estate party in other districts.—It sometimes happens that estates, or more frequently, portions of estates, are situate in one Collectorate, as defined by section 3, Act VI of 1853, and borne upon the revenue-roll of another. In such a case the records should be kept in the record-room of the district on the revenue-roll of which the estate is borne, and not in that of the district where the lands, or some of them, lie.

135. Exceptions.—This rule should not apply to thakbust and survey maps, which should remain where they are now deposited, Patni records, i.e., records of the patni sales should be kept in the district where the sale takes place. The records of all cases finally disposed of under the Public Demands Recovery Act, or under the Rent Law in force in districts where rent suits are tried by Revenue Officers and records of cases under sections 12, 13, 14, 15, 18 and 167 of the Bihar Tenancy Act, and corresponding section of other Tenancy Acts should be kept in the district in which they are so disposed of.

136. Exceptional arrangement allowed.—Where arrangements upon these principles may be impracticable, such other arrangement as is more suited to the condition of landed property in the district may be introduced, with the approval of the Commissioner. The object is that it should be known what papers are in the office and where they are to be found. Uniformity, though desirable, is not to be enforced at an expense of time and trouble which may be saved by adapting the arrangement to the circumstances of any district.

137. The records appertaining to *chaukidari chakran* lands and land acquisition cases should be kept in the district in the jurisdiction of which the lands concerned are geographically situated.

138. **Chaukdari chakran lands and land acquisition records how to be arranged.**—The records of land situate as described in the preceding rule (i.e., not belonging to estates borne upon the district revenue-roll) should be arranged, by estates, in the space allotted to the *pargana* to which they belong, in a different series from that of the estates borne upon the revenue-roll.

139. **Estate papers required for English correspondence.**—Whenever important papers belonging to an estate bundle are required for reference in connection with a case and are placed in a file of correspondence, a slip giving the reference to the File no. and Collection no. and year should be put with the estate papers in the bundle in the record-room. The papers themselves, as soon as they are no longer required for reference, shall be restored to the bundle. When they are thus transferred from a file a removal slip note, that they have been put back in the estate bundle, should correspondingly be made in the file.

140. **Estate settlement papers required for English correspondence.**—Many important matters in connection with settlement are decided by correspondence, and in the absence of rules for the disposal (ultimate filing) of this correspondence, the Board believes that the papers are kept sometimes with the settlement *nathi* and sometimes in the office file without any cross-references. The Board now directs that the originals of all important orders should always be kept in the settlement *nathis*, copies being kept in the English Office files with clear references to the *nathis* in which the originals are kept. Reference notes should also be made in the *nathis* to the files where copies are kept.

141. **Arrangement of cases in bundles.**—All cases of whatever nature, except Land Acquisition records for which a special procedure is prescribed in rule 142 at page 138 of the Land Acquisition Manual, 1952, connected with one estate, are to be kept together. Each case is to be tied up separately (between boards, or in cloth, if cheaper), and all the cases of one estate are to be included in one bundle and with each bundle a list in Form no. I, Appendix A, of the cases enclosed therein (not the papers, but merely the cases), and the date of the year in which they occurred are to be put. When any fresh case is added, the name and date are to be added to the list. This rule does not apply to C papers separated off for eventual destruction.

142. Comparison of contents of bundles with lists.—The record-keeper should examine each working day the contents of one bundle to see if the contents agree with the *list* in the bundle, which *list* as well as the corresponding entry in shelf Register 41 of records is to be signed and dated by him to show when he made the comparison. As each bundle is examined, it should be plainly marked, initialled and dated *outside* by the record-keeper. Opportunity should then be taken to see that all B and C papers have been destroyed in due time, and omissions of this nature, as well as the fact that any papers are missing, should be reported to the Deputy Collector in charge of the record-room.

143. Register 41 (Form no. 1).—From the list of contents of the bundles prescribed in rule 141, a Register (no. 41) is to be kept up for each shelf or almirah. The sanction of the Board should be specially obtained whenever Register 41 is rewritten. The form of the register is given in Form no. 1, Appendix A.

144. Register 41-A (Form no. 2).—Register 41-A of records of cases not connected with any estate is also to be maintained. The form of the register is that shown as Form no. 2, Appendix A.

145. Register showing receipt and disposal of records (Register 41-B, Form no. 3).—Register 41-B shall be kept by the record-keeper, showing the receipt of records by him and his disposal of them. The form of the register is given as Form no. 3 in Appendix A.

146. List of Courts and Departments from which the record-keeper has to receive records.—A list of all the Courts and Departments from which the record-keeper has to receive records should be prepared and the Collector should fix the date on which each Department is to transmit its disposed of records to the record-room. The date should be fixed in consideration of the volume of work in each department so as to ensure as far as possible that the records will come in evenly throughout the month and that one batch will be registered and shelved before another batch is due. The last date for the month should be fixed so as to allow plenty of time for registering and shelving all the records before the end of the month. The roster should fix dates for receipt of subdivisional as well as *sadr* records. For the form of the list, see Form 19, Appendix A. A copy of the list should be pasted inside Register 41-B, and another copy should be hung up in the record-keeper's office, and the record-keeper should examine it every day and send a reminder to each defaulting department on the morning after the default. The list should be shown to the Collector not less than once a month.

147. Procedure for sending records to the record-keeper.—The head of each department should forward to the record-keeper with each monthly or quarterly batch of records and each annual batch of registers a certificate that all records of the previous months have been deposited in the record-room except the records noted below which are required for immediate reference. The record-keeper should see that the records which have not been deposited during the month in which they were due to the record-room are accounted for in the next month.

148. Reference to record-room and removal slip.—When any case is required from the record-room for reference, the officer of the department in which it is required is to give a note to the record-keeper, specifying the case required. The record is immediately to be furnished, and the note kept in the bundle threaded to the removal slip note, the form of which is given in Form no. 25 in Appendix B. If the Collector thinks fit, the removal slip may be used as a requiring note by the officer sending for the record.

149. Register 41-D (Form no. 5).—On the return of the record the note is to be given up and cancelled. A register shall be kept by the record-keeper, showing the records sent out from the record-room. The form of the register is given as Register 41-D, Form no. 5, in Appendix A. This form is to be used for all vernacular as well as English records removed from the record-room whether current or not.

150. Index of unreturned records.—At the end of each year the serial number in Register 41-D of records, which have not been returned, should be brought forward in red ink before any entries relating to the new year are made. It will be the duty of the Deputy Collector incharge to examine the register periodically and take steps to secure the return of these records, and as each is received back its serial red ink number should be crossed out.

151. Records retained in record-room to be entered in prescribed register.—Except records under examination prior to admission, no records should be retained in the record-room which do not find entry in one of the prescribed record-room registers.

152. Registers 41, 41-A and 42 must be kept up regularly. Collectors are held personally responsible for the expense of writing these up should they be suffered to fall in arrear.

153. Valuable documents.—All quinquennial papers and rent-free registers, copies of title deeds, bonds for loans granted under the

Land Improvement and the Agriculturists' Loans Acts, etc., and other valuable documents are to be kept under double lock and key, either in a wired rack or in a separate almirah, the front and sides of which must be furnished with wire-work, so as to admit the free circulation of air.

154. List of records kept in almirahs.—In each of such almirah or wired racks should be kept a list showing what is contained in the almirah or rack, and the documents should be arranged and the lists written in such a way that any document required can be at once found. The contents should be periodically compared with the list by the Deputy Collector in charge of the record-room and the results of his comparison recorded in his inspection note.

155. Survey records, Register 42 (Form no. 6).—The survey records, which admit of arrangement by villages, are not to be mixed up with those relating to ordinary matters connected with land revenue, but are to have separate presses and separate registers. All pargana volumes, estate and village registers, and such documents as consist rather of volumes than loose sheets tied together must have a distinct shelf with a separate list forming an appendix to the general survey Register 42. The form of this register is given in Form no. 6, Appendix A. The survey records and maps must be specially inspected and mentioned in the Commissioner's report of his visit to the Collector's office.

156. Settlement records under the Tenancy Acts.—The original settlement records of private and ward's estates surveyed and settled are to be made over to the Collectorate record-rooms of the districts in which the estates are situated. These records are public documents, and the rules for their custody are the same as those which apply to the custody of other public documents. If parties concerned with the survey and settlement proceedings desire to inspect the records and take copies of them, the rules in Chapter VIII are applicable to these as to all other records.

157. Duties of record-keeper as to checking of stamps.—It shall be the duty of the record-keeper on receiving records from any office or department for deposit in the record-room to ascertain personally or through the examination of a responsible assistant that on every document chargeable with stamp duty the head ministerial officer concerned has made the prescribed entry as to sufficiency or otherwise of the stamp borne [rule 12, section IV(a), part III, page 267 of the Bihar Stamp Manual, 1955], and that the rules regarding cancellation of court-fee stamps have been properly carried out. Should any of the stamps show signs of having been tampered with, or should there be any deficiency or any suspicious

circumstance, he must at once submit a report to his superior officer. This examination may be made at the time of second punching prescribed in rule 158 below.

158. Second punching by record-keeper.—The record-keeper of every court or office shall, when a case is decided and the record consigned to his custody, punch a second hole with a triangular punch in each label distinct from the first and at the same time note upon the combined title page and fly-leaf the date of his doing so. The second punching should not remove so much of the stamp as to render it impossible or difficult to ascertain its value or nature and should be made on the day the records are received in the record-room, or as soon after as possible, and should not await the inspection or examination of the records. These directions apply only to adhesive labels used under the Court-fees Act. Impressed stamps used for denoting court-fees need not be cancelled or punched otherwise than as required by section 30 of the Court-fees Act. The portions punched out must be destroyed by burning.

159. Procedure when a record shows sum due to Government.—It should be established as an invariable rule that when a record shows a certain Government due as recoverable in connection with it, the record-keeper should refuse to take it over without the express orders of the Collector, unless it contains the treasury receipt for this due.

160. Checked by record-keeper.—It is the duty of the record-keeper to check the classification made by the departmental officers and not to place any case on the racks until he has satisfied himself that the papers have been correctly distributed into the three files. He is also to compare the entries referred to in rule 169 below with the records themselves and sign the certificate at the foot of the combined title page and fly-leaf.

161. Distribution in record-room.—Files A and B are to be deposited in the place on the racks to which the case properly belongs. Files C and D are to be placed on a separate set of racks, set apart solely for C papers and private documents. File D will disappear at the same time as the C files, after the procedure described in rule 228-B(3) in Chapter V has been carried out.

162. Arrangement of C papers.—The arrangement of the papers on the rack assigned to C files is not to be by parganas and

estates, but according to dates of decision and classes of cases, thus—

Shelf for cases decided in January 1910, divided into as many bundles as there are classes of cases.						Shelf for cases decided in February 1910, subdivided into as many bundles as there are classes of cases.					
Sales.	Rent suits.	Muta- tion.	Divi- sions.	etc.	etc.	Sales.	Rent suits.	Muta- tion.	Divi- sions.	etc.	etc.

163. Explanation.—For instance, if one shelf be allotted to the cases decided in January, one bundle on that shelf will contain the C papers in all cases of sale; another the C papers in all rent suits, and so on, there being as many bundles as there are denominations of cases. Again, within the bundles, the files of the cases will be arranged according to the date of their decision within the month. From the shelves thus arranged the record-keeper and his assistants will have no difficulty in finding any file which may be required for reference.

164. Sanads to revenue agents and licenses to stamp vendors are not to be treated each as a separate case, but they are to be kept in monthly bundles.

C.—CLASSIFICATION, PRESERVATION AND DESTRUCTION OF VERNACULAR RECORDS.

165. Classification of vernacular records.—Under the term “vernacular” are included all case records whether in English or in vernacular. Upon the completion of a case it is the duty of the department to which it belongs to divide the papers, of which it consists, into four separate packets—A, B, C and D,—of which A, B and C will consist of public papers classified according to Appendix D, and D will consist of the exhibits and other documents belonging to private parties filed in the case together with the list or other subsidiary paper, with which each such document was filed. Packet A will contain all papers that are of sufficient importance to be *permanently* preserved, packet B will contain papers that may be destroyed after 12 years, and packet C all papers that need not be kept for more than *two years*. The papers in packet D will be *disposed of* in accordance with the rules laid down in Chapter V.

166. Special cases.—Notwithstanding the classification in Appendix D (*vide* rule 173 below), the Collector is competent to direct in special cases that papers falling within class B or C may be

retained for longer periods than twelve years or two years as the case may be. When the Collector may deem it necessary to pass such an order, he should specify the number of years for which he considers the papers ought to be retained, and at the expiration of this period the necessity for their further retention will be again considered.

167. B and C papers to be marked.—The A papers are not to be marked, but every other paper should, except when immediate classification is impossible, be marked with the letter B, C or D as soon as it is received in the department, and it should be entered in the combined title page and fly-leaf at once.

168. The ministerial officer in charge of the department must himself make the above classification, and himself mark the B, C and D papers. He will see that the combined title page and fly-leaf has been duly prepared as prescribed in rules 126 and 127.

169. Classification to be noted on combined title page and fly-leaf.—Before a record is transferred to the record-room, the departmental office must satisfy itself that the class of each paper has been duly entered in the combined title page and fly-leaf, and that all B, C and D papers have been marked with the appropriate letters. At the bottom of the combined title page and fly-leaf the papers under each class—A, B, C and D—will be noted by their serial numbers as shown below :—

A	B	C	D
1	3	4	8
2	7	..	8(a)
5	..	9	..
6	..	10	..

170. Knowledge of officer to be tested.—Before any officer is entrusted with the marking of B and C papers, the Collector must ascertain that he has made himself thoroughly acquainted with the rules for the classification of records.

171. "C" class records consisting of a single document whether in one sheet or extending over two or more sheets shall have no combined title page and fly-leaves, and shall be sent to the record-room tied up in monthly bundles, department by department. On the top of each bundle there will be a slip mentioning the department, the month and the total number of single documents in it.

172. Revision of record-rooms to be made every five years. Quinquennial revision.—Although, according to the lists, papers in class A are to be kept "for ever", an expression used because it

is unsafe to fix any period within which they may be unobjectionably destroyed, it is necessary in order to prevent the excessive accumulation of papers, to make arrangements for periodically relieving the record-rooms of old papers which are really of no permanent importance or administrative interest. Such a revision should accordingly be made every five years by an Assistant or Deputy Collector (unless the Board, upon the receipt of a report as to the state of the record-room, approve of the revision being postponed for another period of five years), and a report made to the Collector upon whose authority the superfluous records will then, after personal inspection, be destroyed. The next revision of the record-room should be in July 1960, and subsequently at exact intervals of five years; but if any record-room is generally so dark in July as to impede the work materially, the Collector may select another month.

173. The table showing the classification of vernacular records will be found in Appendix D.

D.—PROCEDURE FOR THE DESTRUCTION OF B AND C PAPERS OF VERNACULAR RECORDS.

174. **Destruction of C papers.**—In January of each year the record-keeper will take down from the shelves all the bundles of C papers which are more than two years old and destroy them in a mass. No further examination will be required if the rules as to classification have been strictly adhered to. It will therefore be necessary to take particular care that no document, to which the rule under section 4, Act III of 1879, as described in rules 227 to 229 below, applies is placed in the C files. Similar caution is necessary with regard to the B files.

175. **Destruction of B papers.**—Similarly in January of each year the record-keeper will, under the Collector's sanction, destroy all B papers which have completed their twelfth year. To get out these papers it will be necessary to open the bundles containing them; but Register 41 will at once show in what bundles B papers are to be found which have completed their twelfth year, so that no bundles need be unnecessarily taken down and opened.

176. **Destruction to be annual.**—It will be understood that no C paper must be destroyed until two complete calendar years have elapsed since the decision of the case. Records are to be destroyed once a year only, in January. The destruction made in January of any year will comprise no cases which were decided later than the 31st December of the third preceding year. The same principle is to be applied in calculating the twelve years for the destruction of B papers.

CHAPTER III.—Subdivisional records.

177. Record-keeper.—The duty of keeping the revenue records of subdivision is to be specially entrusted to one of the ministerial officers who will for the purpose of rule 220 of the Bihar Board's Miscellaneous Rules, 1947, be considered to be an Assistant Record-keeper.

178. Classification and deposit.—At the end of each month the officers in charge of departments are to make over to the subdivisional record-keeper all the cases decided during the month, the papers in each case being first properly classified and marked and the combined title page and fly-leaves attached, as required by rules 126 and 168.

179. Monthly bundles.—The cases thus received are to be sorted into classes, according to their character, as "settlements", "partitions", etc. (the cases of each class being arranged according to the date of their decision), and then tied together. The whole of the cases decided during each month, thus classified, are then to be tied together in one bundle, which is to be deposited in its proper place.

180. Registers 41-C and 41-D (Forms nos. 4 and 5).—The subdivisional record-keeper will keep registers 41 C and 41 D instead of Registers 41, 41 A and 41 B. The forms of these registers are given in Forms nos. 4 and 5, Appendix A.

181. Removal of records.—Whenever any case is removed from his charge, either for appeal or for any other purpose, the subdivisional record-keeper is to deposit in its place a removal slip note, *vide* Form no. 25, with the date and purpose of its removal which slip note is to be destroyed on the case being returned.

182. Receptacles.—The subdivisional records are to be kept either in boxes lined with tin or on shelves, as may be most convenient.

183. Records consisting solely of C class papers should be retained at subdivision and destroyed after two years. Before ordering their destruction the Subdivisional Officer should satisfy himself that they have been carefully examined to see that no paper that ought to be kept longer is left among them. With the Collector's sanction the following registers may also be destroyed at subdivisions :—

- (a) Registers containing matter that is also to be found in District Registers, such as settlement, partition, and land acquisition cases.
- (b) Temporary registers after the period prescribed in this Manual.

The Subdivisional Officer should submit in April of each year a list of registers to be destroyed for formal approval by Collector of the order to destroy, and these should be destroyed in the Subdivisional Officer's presence on receipt of the Collector's sanction.

184. Permanent registers kept at subdivisions.—The registers enumerated below are permanent registers kept at subdivisions. Column 3 will show the period for which these registers are to be kept at subdivisions and also when and how they are to be destroyed at headquarters :—

Number of Register.	Name of Register.	Period for which they are to be kept at subdivisions and their destruction at headquarters.
1	2	3
1	Estates under settlement ..	Should be sent to headquarters when a new register is opened every 12 years, pending settlements being entered in the new register, and should be destroyed after comparison with the <i>sadr</i> register.
2	Proceedings for the partition of estates under Bengal Act V of 1897.	Should be sent to headquarters every 12 years, pending <i>batwaras</i> being entered in a new register.
5	Land Acquisition cases ..	Should be sent to headquarters when all cases in the register are finally disposed of.
6	Lands used for public purposes	Should be sent to headquarters when a new register is opened, if old entries are recopied, and should be destroyed after comparison with the <i>sadr</i> register.
6-A	Lands in the occupation of Municipalities, District Boards and Local Boards.	Should be kept permanently at the subdivision.
23	Under-tenures sold under Bengal Act VIII of 1865.	Should be sent to headquarters when a new register is opened.
32	Estates held under direct management.	Should be sent to headquarters when a new register is opened, only entries concerning estates still under management being copied in the new register, and should be destroyed after comparison with the <i>sadr</i> register.
33	Dependent tenures in Government estates.	Ditto ditto.
34	Estates managed by the Revenue authorities.	Should be sent to headquarters when a new register is opened, only entries concerning estates still under management being copied in the new register, and should be destroyed after comparison with the <i>sadr</i> register.
35	Attached estates ..	Ditto ditto.

Number of Register.	Name of Register.	Period for which they are to be kept at subdivisions and their destruction at headquarters.
1	2	3
41-C	Register of receipts and disposal of revenue records.	Should be kept permanently.
41-D	Register of records (English and vernacular) sent out from the record-room.	Should be kept at subdivisions until all records entered therein are received back. (<i>Vide</i> also column 4 against serial no. 5 in Appendix E, page 194 of the Manual.)
45	Lands, etc., owned by ministerial officers.	Should be kept permanently at subdivisions.
46	Leave of ministerial officers ..	
57	Of registers to be preserved permanently.	
57-A	Of registers which are B class papers.	
60	Register of letters received ..	
61	Register of letters issued ..	Should be sent to headquarters when a new register is opened, all pending entries being recopied in the new register, and should be destroyed after comparison with the <i>sadr</i> register.
62	Index register of English correspondence.	
67	Of particulars of newly formed island.	
73	Register of securities of ministerial officers.	Should be kept at subdivisions for so long as the officers concerned are in service.
II	Of applications for commutation of rent payable in kind under section 40 of the B. T. Act.	Should be kept permanently at subdivisions.
IV	Of applications for registration of improvements under section 80 of the Bihar Tenancy Act.	Should be sent to headquarters when all the cases in the register are finally disposed of.
VII	Of applications to record particulars specified in section 102 (to make record of rights under section 101), whether made under section 103 or 101 (2) (a) of the B. T. Act.	
1 to 11	Of suits, applications, etc., under Tenancy Acts.	Should be sent to headquarters when all the cases entered in these registers are finally disposed of.

185. Transmission to headquarters.—The records of all decided cases, with the exception of C class records to be destroyed under rule 183, shall be forwarded quarterly to the district record-room in bundles after the expiration of one year from the date of their disposal.

186. Retention of records at subdivisions.—District Officers are, however, authorised, according to local circumstances to prescribe shorter periods for the retention at subdivisions of the records of several classes.

187. Check by district record-keeper.—The district record-keeper must check the A, B, C, D classification of the subdivisional officers before he destroys any papers and before he deposits the cases in the district record-room.

188. Application of rules.—Except in so far as they clash with these special rules, the general rules contained in this Manual are applicable to subdivisional records and record-keeper.

189. Classification and preservation of English records at subdivisions.—The English correspondence of subdivisional offices is to be kept permanently at the subdivision. The general rules for the English correspondence contained in this Manual will apply as far as practicable to the classification, arrangement, preservation and destruction of English records at subdivisions.

CHAPTER IV.

A—MISCELLANEOUS.

190. Correspondence in English.—All correspondence between officers qualified to write and understand English, is to be in English; the practice of correspondence by vernacular proceeding is forbidden. This prohibition applies both to gazetted and non-gazetted officers alike. Vernacular proceedings, unless prescribed by law, are to be discouraged. Subordinate officers are strictly forbidden to comment on, or contradict in, a vernacular proceeding, the propriety of orders passed by their superiors. If a subordinate wishes to question the orders of a superior, he must do so in an English letter. This does not, of course, apply to a native officer who is acquainted only with the vernacular.

191. Name and official designation to be mentioned (Bengal Government Circular no. 5 of the 28th February 1895).—The name as well as the official designation of an official should, as a general rule, be mentioned in communications to Government, as this is of much use when the weight to be attached to any particular officer's opinion has to be considered.

192. Formal correspondence between a Collector and his subordinates in the same station prohibited—Order book be used.—Correspondence by formal letters between a Collector and his subordinates in the same station is prohibited. The Collector should establish an "order book," divided length-ways by folding or ruling, and correspond with his subordinates, if oral communication is impossible or undesirable, by question and answer on opposite portions of the page. Each officer should similarly maintain a book in which to insert matters requiring the Collector's instructions. If instructions are required in a particular case only, they should be obtained on a separate paper which should be filed with the record.

193. Signature to be legible.—Officers are required to take particular care that their official signature is always so distinctly and readily legible that there may never be any room to doubt hereafter that it is genuine and authentic.

194. Whenever an officer affixes a date to his signature or when a date is given on an order sheet or other paper, the year should invariably be given, and not merely the month and day.

195. Transmission of records.—The following rules should be observed in connection with the transmission of records to the Board, and from one Revenue Court to another :—

- (a) **Records to be transmitted by parcel post.**—Record should be transmitted by parcel post, prepayment of the requisite postage being made in every instance in the manner prescribed by the postal rules.

- (b) **Forwarding letter to be enclosed.**—In the parcel with each record should be enclosed a forwarding letter (Form 47, Appendix C), and the cover of the parcel should bear the distinguishing number and date of that letter.
- (c) **Letter of advice.**—A letter of advice (Form 48, Appendix C) should be forwarded simultaneously with the despatch of the parcel, but separately and by ordinary letter post, and in it the number and date of each of the forwarding letters referred to in the preceding clause should be quoted.
- (d) **Acknowledgment required.**—An acknowledgment (Form 47, Appendix C) should invariably be required from the office to which a parcel containing records has been despatched, and in the event of none being received within a reasonable time, inquiry should be made to ascertain the cause.

196. Forms to be used.—In Appendix C are given the forms to be used in this connection, viz., no. 47 Form of letter to accompany records and of Memorandum acknowledgment, and no. 48 Form of letter advising the despatch of records.

197. Records when allowed to go out of the record-room.—In order to prevent revenue records being unnecessarily detained in Civil or Criminal Courts, the rules framed by the High Court,* which provide for cases where records are called for by other courts are prescribed for adoption *mutatis mutandis* in Collectorate record-room.

198. Pending work in record-room.—A statement should be prepared for and hung up in each record-room showing item by item what remains to be done to put such record-room in proper order—omitting structural alterations, and against each item should be noted the approximate date when the work is expected to be completed.

199. How to trace documents.—A statement should be prepared and hung up in each record-room showing briefly, but accurately for each class of documents to be preserved permanently, what has to be done in order to get a specified document of that class. For example—

English correspondence—Wanted a particular file collection of a particular year :—

- (a) **Get Register no. 57.**—Register of registers to be preserved permanently, in which the registers are entered by departments.

*High Court's Circulars: 1922, Civil volume I, rules 29 *et seq.*, page 89.

- (b) Look at the index and find out the number of the page on which Index Register of English office or Excise office, etc. (as the case may be) is entered. There the Index Registers are entered in chronological order.
- (c) Find out the entry in the Index Register of the year in question, and against it will be noted the number of the press, rack and shelf on which it has been placed.
- (d) Go there and take out the register, and on its outer label you will find noted the number of the press, rack and shelf on which the correspondence referred to in the Index Register is stacked. There the correspondence is arranged in chronological order.
- (e) Go to such shelf and get the file needed

200. Arrangement of registers and use of iron supports.—All registers, books, etc., should so far as possible be arranged vertically and in chronological order, and not horizontally, and each should be labelled on the back of the covers with a number corresponding to that against which it has been entered in Register 57 or 57A. Where a shelf is devoted wholly or to some considerable extent to registers, it is necessary to relieve such registers from the lateral pressure which the mass exerts. For this purpose vertical battens or double-twisted thick wire, or iron supports should be used at suitable intervals. Care should be taken to see that small registers are not arranged on shelves where the inter-spaces are large and big registers on shelves where the inter-spaces are small and that space between shelves is sufficient to permit of the registers being arranged vertically. Almirahs should not be used for registers. For convenience of arrangement both when deposited in the record-room and when in use of clerk's tables the use of thin volumes should, so far as possible, be avoided. When the entries for one year ordinarily occupy only a few pages, a suitably thick volume should, when possible, be used for the entries of a number of years.

201. Back registers not to be kept on clerks' table unless needed.—Where a clerk or muharrir is allowed to keep by him many back registers, such as is often the case in the tauzi and cess offices, he should be made to keep a list of the occasions on which he has to refer to any of them, and of the reasons which necessitated the reference. In the case of the tauzikhana, no such entry need be made until after the yearly reconciliation of the new with the old registers has been completed. From this list can be judged whether the plea that such back registers must be kept by him is valid or not.

202. Almirahs.—Much needless expenditure is incurred and waste of space permitted in the matter of almirahs. Every consideration

should be given to the height from shelf to shelf. Shelves can easily be adjusted and thus much space saved and expenditure curtailed. Again, in many instances, each clerk is allowed a whole almirah when half an almirah would be ample. This can easily be arranged for, and the necessary security obtained by having the almirah doors cut through midway horizontally, the upper and lower portion being each provided with a padlock. In almirahs used for English correspondence the files and collections should be arranged *lengthwise* on edge, and not flat. By so arranging them the file required is more easily obtained, and the space provided in the almirah is more fully utilized.

203. Responsibility of officers.—Any officer who permits the records of his office to fall into disorder is, under the orders of Government, held responsible for the expenses incurred in their re-arrangement and any officer receiving charge of an office, the records of which may be in disorder, or so unmethodically arranged as to prevent the ready production of papers when called for, who shall fail to make a timely report of their state, is similarly held answerable for the cost of time and arrangement.

204. Disposal of waste paper.—All confidential records ordered for destruction under rule 56 should be burnt under the personal supervision of the Deputy Collector in charge. The destruction of all 'B' and 'C' papers sanctioned under rules 105, 107, 174 and 175 should be effected by tearing them into quarter sheets which should be either burnt or sold. No third course is permitted. The Deputy Collector in charge will, on each occasion, consider whether the cost of arranging them for sale would exceed the probable sale-proceeds. In case of doubt, he will take the orders of the Collector. If the Collector orders them to be burnt, the Deputy Collector will supervise the burning. If manufacture of paper is carried on in the district jail, the useless papers instead of being burnt or sold otherwise, should be sent to the officer-in-charge of the jail who will pay at the current market rate for waste paper. The expenses for sorting and tearing the condemned records may be charged against the sale-proceeds, the balance being credited to "XLVI—Miscellaneous".

205. Valuable records.—**Paper to be used.**—None but properly prepared paper must on any account be employed for purposes of record. Country paper* must never be used.

206. Endorsement form.—When a letter from either a subordinate to a higher authority, or *vice versa*, contains nothing but a piece of information for the future guidance of such authority; or

*Note.—This does not apply to paper manufactured in this country after European methods.

a piece of information sought for to complete any proceedings, or to rectify any error, or a direct affirmative, or direct negative, to any question put either by the Board, the High Court or the Government, it will be quite sufficient if the letter be endorsed or passed on with the signature of each successive authority. The transmitting authority, to retain a trace of the letter, should make a memorandum (duly numbered and dated) in his record book; but the same fact is not to be repeated in two, or as is sometimes the case, in three, successive covering letters; nor to be entered in the record by a copy of the letter at length.

207. Letters to be avoided.—Memoranda and endorsements should be substituted generally as much as possible for covering letters, in forwarding documents, when a brief remark in reference to the document, will suffice; all such memoranda and endorsements should be numbered and dated.

208. No letter with returns.—No letter is to accompany a monthly, quarterly, *kistwar*, or yearly statement of any kind which explains itself, or in regard to which a distinct and elaborate report is not required. The signature of the transmitting officer, with date and number to the document at the foot of the statement, will be sufficient in all such cases.

209. Use of forms.—It should be the aim of every officer to reduce as much as possible the amount of clerical labour in his office by the introduction of lithographed or printed forms. All statements, forms and returns, such regular monthly bills as take some time to prepare, and any other documents which are in frequent use, should be lithographed or printed. The printing of forms will be executed by the Forms Department; and each department or office will be separately debited with the cost of the forms indented for, proper check being exercised in the Forms Department over all applications for such forms, which must be submitted in accordance with the rules. It is to be observed, however, that a form must be sanctioned by the Board before it will be supplied.

210. Vernacular words.—The use of vernacular words in English correspondence unless, in any case, it is unavoidable, is prohibited. If a vernacular word is unavoidably used, the English equivalent must be added.

211. Vernacular dates and measure.—When the Bengali or any other native year is given, its corresponding English year should also be given. Similarly, when local land measures are mentioned, the equivalents in acres or square miles should be stated.

212. Form and despatch of letters.—The name and official designation of the writer of an official letter, with the number and date of the letter, is to be prefixed to it; the number and date of every letter referred to is invariably to be quoted, and every paragraph is to be numbered.

213. All communications are to commence with a reference to previous correspondence whenever there has been any. All the letters of one day's despatch addressed to one authority are to be enclosed in one envelope, unless this would make the envelope inconveniently bulky and heavy. When a District Officer has passed a draft while on tour, and the letter itself issues from his office, the signature should be as follows :—

A. B.,

Deputy Collector
for *Collector on tour.*

214. If the draft has not been seen by the District Officer, the Deputy Collector should correspond in his own name, adding, if such be the case, that he writes under the instructions of his superior.

215. When District Officers are at their headquarters they are expected to sign their own letters.

216. Arrangement in envelope.—Letters sent in one envelope should be intelligently and carefully arranged, so as, with their enclosures, to be distinguishable easily the one from the other.

217. Reports to be complete.—All reports to superior authority must be complete in themselves. Voluminous enclosures are not to be submitted with a simple expression of opinion. It is the duty of every officer making a report to superior authority to state the case concisely in his own language, avoiding all unnecessary prolixity, and not submitting enclosures that are not distinctly required to elucidate the subject. This rule applies with special force to vernacular documents, which it can be very rarely necessary to forward. It is a primary rule that all useless correspondence is to be avoided.

218. Maps sent with letters.—Maps sent up to the Board as annexures to letters are frequently separated from the letters, which they are intended to illustrate; sometimes three or four maps are received in the same proceedings with different letters. In such cases confusion often arises from the difficulty of connecting any

particular map with the letter to which it was an annexure. Whenever Revenue officers send a map out of their offices, they are to have distinctly marked on the face of the map itself—

- (a) the purpose for which it was prepared ;
- (b) the number and date of the letter to which it is an annexure.

219. Use of postage service labels.—Postage on the correspondence between public officers about the administration of local funds is a public charge, and *service* labels bought with public money should be used in such correspondence. Covers stamped with service postage labels should be superscribed "On India Government Service" under the full signature and official designation of the Government official who sends the cover, or of the head assistant or of other responsible officer to whom the duty of despatching is confined. The smallest possible number of postage stamps should be used on each cover.

220. No letters with bill.—No letter of any kind is ever to accompany a monthly bill for payments of salaries; or any contingent bill, which is neither unusual nor extraordinary, nor likely to be disputed; or any bill regarding which only such short explanation is necessary as can be submitted, in a few words at the foot of the bill, or in a side note.

221. Reference to order sanctioning expenditure.—In case where grants are made, or charges sanctioned, by the Government, or the Board, the disbursing officer is not to send copies of the orders sanctioning the charge to the Accountant-General. A copy of the order sanctioning the charge is sent to the Accountant-General direct. It is therefore sufficient to quote in the bill the number and date of the order.

222. Admittance to record-room prohibited.—Admittance to the record-room should be absolutely prohibited to all persons other than the Deputy Collectors and Assistant Collectors serving in the district and the officers of the Collector's Court, except on production of a written order for admittance signed by the Collector.

223. Records or offices subordinate to the Board.—All the rules in this Manual are to be applied, so far as they are applicable, to the records of Commissioners' offices and those of other offices subordinate to the Board.

224. Inspection by Commissioner.—It is the Commissioner's duty, when on circuit, to make it a point of inspecting the state of every Collectorate record-room, and when dissatisfied with it to make a report for the orders of the Board.

225. Inspecting officer.—In Appendix G questions are given for the use of an officer inspecting the English Department and Mohafizkhana of the Collector's office with reference to records and correspondence and also Library and Copying Department.

B.—RULES REGARDING RECORD-ROOM PLAN.

226. Index plans.—For every separate room which is used for the storage of records of any description, except current correspondence, an index plan will be prepared showing clearly where every class of records in the charge of the record-keeper is to be found. This plan will be hung up on the wall of the room. In addition a copy will be prepared of the plans of all these rooms and hung up on the wall in the record-keeper's room. At the end of this Manual will be found a model plan. It is to be clearly understood that record-rooms need not be re-arranged so as to be exactly the same as this model plan; but it should be imitated, as far as is convenient, in the arrangement of records and the methods of numbering the racks and shelves. In preparing the plan the following rules should be followed:—

- (a) The plan should be drawn out showing briefly but accurately for each class of records what exactly has to be done in order to find a document of that class. In fact there should be no class of records (vernacular or English), maps, plans and registers, the position of which is not shown in this plan. Almira containing valuable documents, etc., should also find entry therein. Each record-keeper, his assistants and his daftaries should be familiar with it. The Deputy Collector in charge should also be fully conversant with it.
- (b) The plan in each case be drawn to show the entrance to the record-room, the number and position of each room, the number and position of each rack, the A and B, i.e., left and right side of each rack, and the doorways leading from the various rooms.
- (c) The Index portion will be arranged alphabetically upon the same principle as that shown in the model plan. The column "date of records" will contain the first year to which the records belong, and a blank will be left for the last year, e.g., 1876.

The blank will be used in the following ways:—

Take the first item in the specimen Index "Application for exemption from revenue sale". Assume that these records have

become so numerous between the years 1895 and 1907 as to fill rack 2, shelf I-B, and the 1908 records have to be put on another shelf. In the column "date of records," the entry will be—
1895 to.....

Fill in 1907 in the blank. Immediately beneath it enter the next year's records 1908 to.....For the remaining columns fill in the numbers of the new room, rack and shelf on which the records for 1908 have been placed.

- (d) The column "room number" will contain the number of the room where the particular records are placed.
- (e) The column "rack number" will contain the number of the rack on which the records are placed.
- (f) The column "shelf number" will contain the number of the shelf on which the records are placed.
- (g) If at any time the plan or the index become illegible owing to age or alterations, new copies should be prepared.
- (h) On each is to be written the date of its preparation and it is to be signed by the record-keeper who will be solely responsible that it is accurate and up-to-date.

CHAPTER V.

A.—RULES RELATING TO THE DESTRUCTION OF EXHIBITS OR PRIVATE DOCUMENTS.

227. No unreturned exhibit or private document shall ever be destroyed until a notice has been publicly advertised in the Collector's cutchery that, unless objection is made, it will be destroyed after the expiry of one month from the date of publication. A notice to the same effect should also, when possible, be served on the parties interested.

NOTE.—This rule was originally made by the Board of Revenue, under section 4 of the Destruction of Records Act III of 1879, confirmed by the Government of Bengal and sanctioned by the Government of India (vide notification, dated the 29th October 1881, page 986, Part I. *Calcutta Gazette* of 1881).

228. The following subsidiary instructions under the above rule have been issued by the Board for the guidance of Revenue Officers. They apply, as far as possible, both to subdivisional offices and to sadar offices :—

(A) Exhibits or private documents received in connection with English correspondence—

(1) At the time of destruction of C class papers of a file of English correspondence, or at the time of consignment to the record-room of files that do not contain C class papers, the ministerial officer in charge of the Department should have all the papers in each file carefully examined and cause a list to be prepared of all the unreturned documents found in it belonging to private parties. The general notice prescribed in rule 227 should then be hung up on the Collector's notice board. If the document was originally filed in a subdivisional office, the notice should be published at the subdivisional office as well as at the Collectorate. A copy of this notice with an extract from the list should, if possible, be served on the party or the agent of the party from whom each document was received.

(2) The notice and the list may be prepared in the following form :—

NOTICE TO TAKE BACK PRIVATE DOCUMENTS.

Notice is hereby given to the parties who filed the documents shown in the list below that they will be destroyed unless they are applied for and taken away within one month from the date of this notice.

Number and date of letter with which filed.	Name of the party from whom the letter was received.	Nature of document.	REMARKS.
1	2	3	4

(3) On the expiry of one month from the date of publication of the aforesaid notice all unreturned private documents will be submitted to the Collector or Subdivisional Officer, as the case may be. The documents will then be destroyed under the Collector's orders, unless they are of permanent public interest or obviously of great importance to private person. In the latter case they will be treated as A class papers, and the letter with which they were received should also be treated as an A class paper.

(B) Exhibits or private documents in connection with Vernacular Records—

(1) It has been laid down in rule 165 of the Manual that in vernacular records, exhibits or private documents and the list or other subsidiary papers with which they were filed are to be placed in a separate packet to be called the D packet and rule 161 lays down that this packet is to be placed on the same set of shelves as the C packets. The record-keeper at the annual destruction of C papers shall also examine all the D packets of that year (i.e., D packets more than two years old) and shall make a list of all the unreturned exhibits or private documents found therein. The statutory general notice prescribed in rule 227 should then be hung up on the notice board of the Collector or Subdivisional Officer as the case may be. In the case of records in the Collectorate record-room received from a subdivision, the notice should be published both in the subdivisional and in the sadar cutchery. A copy of the notice with an extract from the list should as directed in the statutory rule, be served, if possible, on the party or the agent of the party from whom each document was received.

(2) The notice and the list should be prepared in the following form :—

NOTICE TO TAKE BACK DOCUMENTS CONTAINED IN VERNAACULAR RECORDS.

Notice is hereby given to the parties who filed the documents in the list below that they will be destroyed unless they are applied for and taken away within one month from the date of this notice.

Case number.	Nature of case.	Names of parties.	Nature of the documents.	Name of person filing.	Remarks.
1	2	3	4	5	6

(3) On the expiry of one month from the date of publication of the aforesaid notice all unreturned exhibits or other private documents will be submitted to the Collector or Subdivisional Officer, as the case may be, who will order their destruction unless they are of permanent public interest or obviously of great importance to a private person. In the latter case they, as well as the list or other paper with which they were received, should be treated as A class papers and placed in the A file of the case to which they belong.

229. In the case of exhibits or other private documents that were consigned to the record-room before the separate D packet was introduced, a similar procedure should be carried out at the following time :—

- (a) in respect of B and C papers at the annual destruction of B and C files;
- (b) in respect of A files at the quinquennial revision of the record-room directed in rule 172.

In the case of all returned exhibits or other private document the date of return and, if possible, the signature of the party to whom returned should be given in the remarks column of the fly-leaf.

B.—RULES RELATING TO DESTRUCTION OF DOCUMENTS WHETHER PUBLIC OR PRIVATE RENDERED ENTIRELY ILLEGIBLE OR USELESS.

230. Destruction of spoilt document.—When a document is found to be entirely illegible or useless from age, worms or other cause, it may be destroyed at any time subject to the following conditions :—

- (a) The document must be personally examined by the Collector or Subdivisional Officer.
- (b) In the case of a Subdivisional Officer, the sanction of the Collector must be obtained.
- (c) In every case a memorandum must be prepared stating the fact of the destruction and the nature of the document destroyed, and this must be signed by the Collector or Subdivisional Officer.
- (d) If the document is a private exhibit or document the procedure laid down in rule 227 above for the return of such documents to their owners must be carefully observed.

CHAPTER VI.

RECORD-GRANT AND RECORD-ROOM RECEIPTS.

231. Assignment for keeping record-rooms in order.—Under the powers delegated by Government the Board of Revenue and the Commissioners of Divisions are authorised to sanction the entertainment of temporary establishment for their own offices and district offices for keeping in efficient order the record-rooms of the Province.

232. Budget estimates.—District Officers should make necessary provision each year in the budget estimate under the head “25—General Administration—District Administration—General Establishment—Pay of Establishment” for temporary establishments required by them during the succeeding year with a full explanation of the reasons for which they are required. Commissioners of Divisions should similarly provide for the requirements of their own offices in the estimate under the head “25—General Administration—Commissioners—Main office—Pay of Establishment” clearly indicating the purpose. The temporary establishment required by the Board will be included in its own office budget under the head “25—General Administration—Board of Revenue”. On the budget estimate being finally passed by Government the Board will distribute to each division whatever sum may be available for its use.

233. Item not absolutely necessary or of great importance to be excluded from estimates.—In regulating the estimates received from the several district offices under him, each Commissioner must bear in mind how small a sum it is possible for the Board to place each year at his disposal. He should accordingly exclude from the estimates every item of expenditure on work which does not appear to be absolutely necessary or of very great importance and which can, without risk to the records, be attended to in ordinary course by the permanent staff.

234. Power of Commissioners and District Officers to sanction.—Commissioners are empowered to accord executive sanction and to make the distribution within their divisions, of the sums, allotted by the Board from the record-room grant to each division. They are also to communicate to the Board the distribution of the grant made by them to the several District Officers within their divisions. From the district grant which has been allotted to him, the District Officer is empowered to create the temporary establishment required in his record-room, subject to the condition that the annual district grant for the record-room is not exceeded.

235. Permanent clerks to be employed in record-room.—The work of the record-room should, as far as practicable, be entrusted to permanent clerks only, their places being filled up, if this should be necessary, by temporary hands.

236. Supplementary applications.—The Board will reserve small fund to meet unforeseen exigencies. In case any such should arise in the course of the year, Commissioners may submit supplementary applications.

237. Power to vary details of temporary establishment—Bihar and Orissa Government order no. 9684-F., dated the 24th July 1915.—The Board of Revenue, Commissioners of Divisions, District Officers and Subdivisional Officers are empowered to vary details (namely, the rates of pay of particular posts, the number of hands employed and the period of employment) of the appointment of any temporary establishments employed under them, whatever be the periods of their employment, subject to the following conditions :—

- (a) The cost of the temporary establishment shall not be raised beyond the total amount sanctioned for the establishment by the authority which sanctioned its employment.
- (b) Where the authority which sanctioned the employment of the temporary establishment is the State Government the pay of no post shall be raised above Rs. 70 a month without the special sanction of the State Government.
- (c) In other cases the pay of no post shall be raised above the limit of sanction enjoyed by the authority which sanctioned the employment of the temporary establishment.

238. Contingent expenditure in record-room to be met from ordinary contract grant.—Under the orders of Government the cost of items shown in the sub-joined Table A, and of the petty stores detailed in Table B below not obtained from the Stationery office,

when required for use in the record-room, should be met from the ordinary contract grants of the several officers concerned.

Table A.

Almirahs.
Shelves.
Oil (Kerosene).
Tar (coal).
Cloth (*kherua*).
Wooden boards.
Repairs to furniture.
Buckets.
Solution of corrosive sublimate.
Powder of Naptha.
Charcoal (Coal).
Rat traps.
Rags.
Dusters.
Brushes.
Rope.
Iron supports.
Axes.
Lanterns.
Other articles necessary for record room.

Table B.

Country ink.
Stamping ink.
Thread.
Country pens.
Book-binding.
Lac for sealing.
Talc for native colour.
Vinegar.
Ghee.
Paste.
Stamping ink stand.
Twine.
Pounce.
Sand.
Sandpots.
Country envelopes.
Repairing scissors.
Pins and needles.
Oil for lights, etc., etc.

239. Establishment.—The cost of establishments for binding books and registers kept in the record-room, for sorting, arranging and destroying records, and for recopying revenue records, other than those belonging to the Survey Department, may be debited to the grant.

240. Items not to be charged against the record-grant.—The cost of structural alteration of, or additions to, record-rooms and the cost of improvement, such as paving, coaltarring floors, electric fittings and constructing iron racks, even if required for record-room purposes, should not be charged to the record-grant but should be met from the grants made to the Commissioners of Divisions for minor works.

241. Survey Maps and Land Registration Registers.—The cost of copying survey maps and records is not debitable to the grant nor is that of rewriting or binding the Land Registration Registers (A, B, C and D).

242. Sale-proceeds of useless papers.—The sum realised by the sale of useless papers in the manner indicated in rule 204 must be paid into the treasury and credited by the Collector to Government. Mention must be made in the annual report of the amount so realised and credited. All expenditure for keeping the office records in proper order will be made under the Board's orders from the record grant. As in the case of Collector's records, paper should be defaced before they are sold. Useless papers and registers removed from the record-room must be either sold or burnt. No third course is permitted. The Deputy Collector in charge will on each occasion consider whether the cost of arranging them for sale would exceed the probable sale-proceeds. In case of doubt he will take the orders of the Collector. If the Collector orders them to be burnt, the Deputy Collector will supervise the burning.

CHAPTER VII.

LIBRARY.

243. One library in each district and each subdivision.—The library attached to the office of every District and Subdivisional Officer is intended to be for the use of all Government officers in the district or subdivision. All books required, both for the magisterial and collectorate work of the office, are to be placed in this library, and no separate official library is to be kept by any officer subordinate to the District Officer (other than a Subdivisional Officer) without his express permission. The library attached to the office of every Commissioner is intended to be for the use of all Government officers including the ministerial officers of that office.

244. Place, charge and librarian.—The books in each library are to be collected together in one place under the charge of the Head Assistant, who will be responsible for the library. The ordinary work in connection with the library at a district headquarters office will, however, be performed by a clerk of the English office, who should be appointed librarian. A specified gazetted officer will be in general charge. In subdivisions the head clerk is the librarian. The books in the Commissioner's office library are to be collected together in one place under the charge of the Revenue Head Assistant who will be responsible for the library. The ordinary work of the library will, however, be performed by a clerk of the Revenue Department who should be appointed librarian. The Personal Assistant to Commissioner will be in general charge.

If practicable, a separate room should be assigned for the library.

245. Duties of librarian.—The librarian should keep a complete list of all manuals, etc., in all departments (all of which really belong to the library) and call them in, when necessary, and post the correction slips. It should be strictly forbidden to any department to get manuals except through the librarian, who will be held responsible that the manuals, codes, books of references, etc., relating to every department are kept corrected up-to-date.

NOTE.—In the subdivisional offices the Head Clerks, in the district offices the Office Superintendents, and in the Divisional offices the Revenue Head Assistants should see that correction slips are duly pasted in the manuals, rules or codes. The Subdivisional Head Clerk, the Office Superintendent and the Revenue Head Assistant should submit an annual certificate to the Subdivisional Officer, District Officer and Commissioner, respectively, in April to the effect that this has been done.

246. Lists of officers in charge.—Lists should be prepared, dated, signed and hung up in the library in a conspicuous place, showing during what period, what gazetted officers and what librarians have from time to time held charge of the library.

247. Catalogue.—A catalogue of the books in the library is to be kept in Form no. 14, annexed in Appendix A.

248. Revision of the catalogue.—The catalogue should be revised every *fifth* year, and a report about all books then missing should be submitted by the Subdivisional Officer to the District Officer and by the District Officer/Personal Assistant to Commissioner to the Commissioner, respectively.

The letter A should precede the almirah number entered in column 4 ; the rack number should be entered alone with no letter preceding it.

249. In preparing a catalogue a bound volume with an appropriate typed flap heading should be used : Under each class where all entries relating to existing books have been made, a certain number of blank pages should be left for future entries. At the end of the volume a few blank pages should be reserved for the purpose of entering therein books of any class for which the space allotted has proved insufficient. The necessary cross reference to such pages should be made.

250. Access to library.—The library is to be kept open during office hours, the keys being in the charge of the librarian, or in his absence, of such clerk as the head clerk may depute.

251. Register of books and reports, etc., received, no. 77.—A register of all books, reports, returns, etc., received in the library is to be maintained in Form no. 12, annexed in Appendix A.

In column 6 "how disposed of" should be noted whether a particular book has been kept in the library or made over to some Officer. The librarian's signature should appear in the remarks column against each book received. As soon as anything is received in the library, it must at once be entered in this register. Once a quarter the head clerk will submit it for inspection to the District Officer/Personal Assistant to Commissioner/Subdivisional Officer.

252. Stamping of books.—All books, reports, returns, etc., received in the library should be stamped with the library seal on the title page, and also on one or two pages within and should be duly entered in the catalogue under their proper heads.

On the back of each book should be affixed a label in the following form :—

Office	..
Group no.	..
Serial no.	..
Rack no.	..
Shelf no.	..

When besides its own permanent cover a book has also a paper cover, two labels should be affixed—one to the permanent and the other to the paper cover.

253. Subjects.—The books in the library will be arranged according to subjects. The following main groups will probably be found to be sufficiently comprehensive. A list of them will be put at the beginning of each catalogue with numbers and reference letters showing the pages in the catalogue, the rack or almirah and the shelf or shelves where the books of that group are to be found. This will form the index to the catalogue.

Groups.	Pages in the catalogue.	Almirah.
		Shelf.
(1) Acts of the Indian Legislature and Parliament of India.	1—3	AI
		1, 2, 3
(2) Acts of the Bengal/Bihar Legislature	4—6	A
		4,5
(3) Ethnological and Linguistic (including Census).		
(4) Gazetteers and Historical (including services of officers, list of officers and civil list).		
(5) Manuals, Codes and Rules (non- legislative).		
(6) Botanical and Zoological.		

Groups.	Pages in the catalogue.	Almirah. Shelf.
(7) Agricultural [See also "Annual Report", Group (10)].		
(8) Industrial and Technical (including monographs).		
(9) Educational.		
(10) Annual Reports—		
General Administration.		
Land Revenue.		
Registration.		
Stamps.		
Hospitals and dispensaries.		
Police.		
Jails.		
Public Health and Vaccination.		
Excise.		
Civil Justice.		
Criminal Justice.		
Settlement Report.		
Survey Reports.		
Agricultural.		
Season and Crop Reports.		
Agricultural Statistics.		
Co-operative Societies.		
Agricultural Experiments.		
Agricultural Income-tax.		
Sales Tax.		
Wards, Encumbered and Trust Estates.		
Resolution by Local Self-Government Department.		
Forests.		
Civil Veterinary Department.		
Trade—Rail-borne Traffic.		
Trade—River-borne Traffic.		

Groups.	Pages in the catalogue.	Almirah. <hr/> Shelf.
(11) Occasional Reports—		
Famine Reports.		
Plague ,,		
Fisheries ,,		
Supply of Labour.		
(12) Scientific, not included under preceding heads—		
Archaeological.		
Meteorological.		
(13) Law Reports and Digests.		
(14) Proceedings of the Bihar Legislature.		
(15) Miscellaneous.		

254. The names of the annual reports should be shown in the index. The years for which the reports exist should be shown in the catalogue proper.

255. **Arrangement of books on the shelves.**—Ample space should be left to add other annual reports as they are received in the library. They should be kept on the shelves vertically. As each annual or periodical report comes in, it should be put in its proper place on the shelf.

256. **Arrangement of books in almirah.**—Where possible, books that properly fall in the same group should be kept side by side in the same almirah. For example, the bulky volumes of the Linguistic Survey and small pamphlets like Grierson's Seven Grammars of the Behari Languages really belong to the same group and should be kept together. Where, however, space does not admit of this arrangement and books belonging to the same group have to be placed in different parts of the library, the almirah and shelf number or letter should be properly shown against them in the catalogue.

257. **How to utilize space in the almirah.**—It is often found that the library almirahs are far too deep for the books in them, and thus much valuable space is wasted. In such cases, provided that the depth of the almirah is not less than 16 inches, it is possible to place the almirah with its end, and not its back, against the wall, and to convert the back portion by means of doors into a

second receptacle. The almirah will thus open from both sides and the available space would be thus doubled. An almirah only 16 inches deep from front to back can be utilized in this way for books such as the ordinary manuals, imperial gazetteer, etc. The doors to almirahs should, when possible, be sliding and not swing doors.

258. Paint in white letters on racks, shelves or almirahs.—All racks, almirahs and shelves should be lettered or numbered. The numbering of the racks and almirahs should be done with paint in white letters on the rack, shelf or almirah itself. The use of proper labels pasted on should be discontinued because in a short time they either fall off or are eaten by insects. Similarly loose tin labels tied on to a shelf are not suitable, as they often get displaced and lost.

259. Binding of Acts.—A good deal of useless expenditure has in the past been incurred by binding in a separate half-leather binding each separate Act passed by the Indian or Provincial Legislature. In future such Acts as they are received shall be kept in a bundle between two flat boards. One bundle should be kept for "Acts of Parliament" and one for "Bihar Acts". These bundles should ordinarily be bound annually, though occasionally it may be advisable to bind the Acts for two or three years in one volume.

260. System of issue.—No book is to be issued from the library except on the written requisition of a gazetted officer. In the Commissioner's office book may be issued from the library on the written requisition of a Head Assistant. These requisitions are to be preserved chronologically in files till the books, etc., are returned to the library. When a book is returned, the requisition relating to it should be returned to the borrower or cancelled.

261. Register of issues, no. 78.—A register of all books, reports, returns, etc., issued from the library on requisition is to be kept in Form no. 13, annexed in Appendix A, and all books issued must be entered therein.

262. Issue of reminders for books not returned.—Except in the case of books required by courts or officers for continuous reference if a book is not returned within a month from its issue, a reminder must be sent at once, and repeated every fortnight until the book is returned. At the end of each year the entries relating to books issued but not returned within the year should be brought forward in red ink.

263. Time of stock-taking.—When charge of the library is made over or stock is taken, the officer taking charge of the stock must

satisfy himself and note the fact in his report that all the books alleged to have been issued as necessary to officers of courts for continuous reference are really in existence.

264. Receipt to be taken for the books sent out of the library.—Where possible the signature of the receiving officer should be taken in column 5 as provided. When, however, this cannot be conveniently obtained, a separate receipt should be taken. These receipts should be filed in chronological order, serially numbered and the serial number entered in column 5 of the above register.

265. Verification of library.—Every officer upon receiving charge of an office to which a library is attached is to satisfy himself about the state of the library. In the Commissioner's office, Personal Assistant to Commissioner is to satisfy himself about the state of the library when he assumes charge. Unless he then reports that the books are out of order, or that any volumes are missing it will be assumed that he received the library in good order, and he will be thenceforward personally responsible for any defects.

266. Inspection.—A thorough inspection of the library is to be made by the librarian once in three months and the result reported to the Commissioner/District Officer/Subdivisional Officer by the gazetted officer in charge. That officer will inspect the library every six months.

267. Guard file.—A guard file should be kept in the library in which should be entered the periodical inspection reports of the gazetted officers in charge and copies of all inspection notes made regarding the library by the Collector or by officers superior to the Collector. These copies should be paged and indexed and should be on half margin, the action taken thereon being noted, dated and signed on the margin against each paragraph concerned.

268. Register of inspection report.—There should also be a register in which the gazetted officer in charge should enter his periodical inspection remarks.

269. Disposal of obsolete or useless books.—When a District Officer has ascertained by a personal inspection of a district or subdivisional library that more space is required on the shelves for new books, he should examine the existing books and make a list of such books as are obsolete or useless and forward it, with his recommendations for their disposal, to the Commissioner for orders. The Personal Assistant to Commissioner will likewise submit his recommendation for disposal of obsolete books to the Commissioner for orders.

270. Annual report.—The state of the library is to be described in the annual report, it being specially stated whether all the books are in good condition or not and if any of them are missing.

271. Indian Law Reports.—One copy of the Indian Law Reports is supplied by Government to each District Officer and one to each Subdivisional Officer. The copy supplied to the former should be bound and preserved for purposes of reference in the yearly volume which should be entered in his library catalogue. The accumulated monthly issues of an incomplete volume are to be counted as one volume only for the purposes of the catalogue. The copy supplied to the latter should after his perusal reach the munsif within one week for preservation in his office. To ensure care the Subdivisional Officer should keep a receipt register appropriated to this one periodical and the munsif should give his receipt in a column of this register.

272. Bihar Half-yearly Civil List.—With a view to economise space in the Collectorate library, volumes of the Bihar Half-yearly Civil List should be treated for the purposes of destruction as B or C class papers according as the Commissioner of the Division concerned may direct.

CHAPTER VIII.

The 4th April 1966.

CORRECTION SLIP NO. 1

Preamble of Chapter VIII of page 72—

Insert the words "the Head Comparing Clerk under the direct supervision of" between the words "and" and "the record keeper" in the 3rd line of the rule.

(Correction slip no. 1, dated the 4th April 1966.)

tions may be received from the public for—

- (i) information respecting the contents of papers and documents in the district office, whether such information be or be not required for the purpose of correctly

CORRECTION SLIP NO. 2.

Rule 273, page 72—

Insert the following "Note" below the rule :—

- * NOTE.—Every application for copy shall state whether or not the person applying is a party to the case from the record of which copy is wanted. If such person is not a party or his pleader, the application shall state the object for which a copy is required.

(Correction slip no. 2, dated the 4th April 1966.)

is necessary. When copies of, or information relating to, papers

CORRECTION SLIP NO. 3.

Rule 274, page 72—

Insert the following "Note 2", below the existing "Note" of Rule 274, the existing note being numbered as "Note";—

- * NOTE 2.—For the purpose of this rule records called for in connection with an original case or appeal will be treated as a part of the record of such case or appeal.

(Correction slip no. 3; dated the 4th April 1966.)

more than one entry, e.g., the number of separate accounts or the number of proprietors in an estate. An application will not be considered complete and the preparation of any copy of the required information from Register D will not be commenced until the requisite searching fees are paid in full. If full payment be not made within a week of the application it will be struck off unless the Collector thinks fit to grant extra time.

NOTE.—In the districts of Patna, Gaya, Shahabad, Saran, Muzaffarpur, Darbhanga, Monghyr and Bhagalpur, where shares are very petty and estates frequently lie in many villages, the strict application of this rule would cause difficulty. In these districts, one application may be made by a single proprietor in respect of all his shares in one estate, and searching fees charged at the rate of 25 nP. for any number of villages in the estate up to four and an additional fee of 25 nP. for each further set of four villages in the estate. Thus in an estate containing 34 villages an applicant may file a single application for information but he must pay Rs. 2.25 nP. as searching fees. In addition to the fees mentioned above, a surcharge at the rates mentioned in the note below Article 9 of Scheduled I, Act VII of 1870, which is reproduced in rule 298, shall be levied.

276. When and to whom applications are to be made. Registers to be maintained.—All applications for information or copies must be made on printed forms and, with the exception of those on which expedition fees are paid, are to be made to the Deputy Collector in charge between the hours of 10-30 A.M. and 12-30 P.M., except when office is held in the morning, when the hours should be between 6-30 A.M. and 8-30 A.M. The forms of application for information and for copies are given in Appendix B, Forms 27 and 28. They are obtainable from the nazir or from stamp vendors at 0.02 nP. per sheet. One of the comparers will attend the courtroom of the Deputy Collector in charge and will take charge of the applications for information or copies together with the court-fee stamps and folios as soon as they have been presented to the Deputy Collector. The comparer will check these applications, obtain the Deputy Collector's initials and date on each, punch in his presence the court-fee stamps affixed on it under the rules below and then enter the applications in the prescribed registers—Appendix A, Forms 15 and 16 and the punched stamps in the court-fee register 58 of the Register and Return Manual. The Deputy Collector in charge will check and initial all these registers daily.

vide C.S. no. 4. Note: — x — x — x — x — x — x — x — x

277. Terms of sale of Forms 27 and 28 to stamp vendors.—The forms (27 and 28) of applications for information and for copies referred to in rule 276 may be obtained by stamp vendors from Collectors' offices at rupee one and rupee one and twenty five nP. respectively, per 100 copies for retail sale to the public at 0.02 nP. per sheet.

CORRECTION SLIP no. 27

Rule 278, Page 74—

Delete the words "whether certified or uncertified" in the 4th line of the rule.

(Correction slip no. 27, dated the 4th April 1966)

Notification to be used in all cases.

NOTE.—(1) Under clause 19 of Government notification no. 2576-L.A.-25, dated the 5th December 1921, the fee chargeable on applications for copies of the documents detailed in clauses (4) and (13) thereof (*see* pages 77 and 79, Bihar Stamp Manual, 1955) has been remitted.

(2) No court-fee is chargeable on an application by a person claiming under an award or an agreement made under the Land Acquisition Act (I of 1894) for a copy of so much of the said award or agreement as concerns himself. (*See* S. 51, page 28, Bihar and Orissa Land Acquisition Manual, 1952, read with Land Acquisition Collection 10, File 390 of 1903.)

(3) Under Government notification no. 10914-F., dated the 22nd December 1939 no court-fee is chargeable on an application for a copy of an order of assessment passed under section 18 of the Bihar Agricultural Income-Tax Act, 1938, if the copy is required for the personal use of the assessee.

(4) A surcharge at the rate of 15 nP. shall be levied on the fee prescribed under this rule for each application for information or copies, whether certified or uncertified.

279. Searching fee.—The ordinary searching fee shall be uniformly 25 nP. for all cases, leviable in adhesive court-fee stamps. This stamp is to be affixed to the application in addition to the 15 nP. stamp required under rule 278.

CORRECTION SLIP NO. 5.

Rule 279, page 74—

(i) *Substitute* the words "form no. 27" for "forms (27 and 28)" in the 11th line of the rule.

(ii) *Delete* the words "and for copies" in the 12th line of the rule.

(Correction slip no. 5, dated the 4th April 1966)

cribed under this rule.

280. Applications to be numbered. Method and period of preservation.—Applications for information and copies received from

Rule 280, page 74—

CORRECTION SLIP NO. 6

Insert the words "or the Subdivisional Head Clerk as the case may be" after the words "Record-keeper" in 7th and 8th lines of the rule.

(Correction slip no. 6, dated the 4th April 1966.)

~~charge after satisfying him as to the working of the~~

CORRECTION SLIP NO. 7

Rule 281, page 75—

Insert the following below the existing rule —

"The time-limit may be extended to a week in the case of language or character with which the Copying Department Establishment is not acquainted, as it may take sometime to find out a suitable outsider to be employed for the work".

(Correction slip no. 7, dated the 4th April 1966)

CORRECTION SLIP NO. 8.

Rule 282, Page 75—

Substitute the following rule for the existing rule—

"*Distribution to copies and information slip to the parties.*—All¹ copies and information slips should be distributed to the public in the presence of the Deputy Collector Incharge of the Record Room between 3.30 P. M. and 4.30 P. M. during day courts and between 10.3 A. M. and 11.30 A. M. during morning court. All copies ready for delivery shall be entered in the prescribed register no. 16C., App-A, which shall be placed out side for inspection between 2 P. M. to 3 P. M. during day courts and between 9 A. M. to 10 A. M. during morning courts. The appropriate entries in this register should be struck off as soon as the copies are distributed".

(Correction slip no. 8, dated the 4th April 1966)

information can be furnished at once, the comparer will note the same on the upper portion of the form in the column for remarks and make that part over to the applicant, taking the latter's receipt in the column for remarks in the lower portion, which will be retained and recorded in the office. If he cannot furnish the information at once, he will enter in duplicate, in the sixth column of the form, the date, and, if possible, the hour by which the information can be furnished. The upper and lower portions of the form with columns 1 to 7 thus filled up, will then be separated. The lower part will be made over to the applicant with a direction to return with it at the time fixed. The upper portion will be passed on to the clerk to whose department it pertains, who will enter in the column for remarks the necessary information and return it to the receiving officer before the time prescribed. On the

applicant's reappearance, this upper portion, bearing the information will be made over to him, and the lower portion, bearing his dated receipt in the column for remarks, will be taken from him and recorded in the office.

284. Extra searching fee.—By paying an extra searching fee of one rupee the applicant shall be entitled to receive the information applied for by 4 P. M. (or 11 A. M. when the office is held in the morning) of the day on which his application is presented. This application fee shall be paid by means of an adhesive stamp with the application. Under the orders of the High Court when fees for searching records in the Collectorate and other revenue offices are remitted by the Civil Courts, they could be sent in court-fees stamps, and not in cash.

NOTE.—A surcharge at the rate of 50 nP. shall be levied on the prescribed fee under this rule.

285. Rate of searching fees for information regarding landlord's fees.—The rate of searching fees to be levied on applications from landlords for information regarding landlord's fees shall, as given in rule (F). Chapter III page 101 of the Bihar Registration Manual,

CORRECTION SLIP NO. 9.

Rule 286, page 76—

Substitute the following rule for the existing rule :—

“Presentation of application for copies—After an application for copy has been registered, the Head Comparing Clerk shall forward the application to the proper officer who shall at once enter it in the prescribed register in Appendix A, Form 16A, bring out the document to be copied and keep it in readiness for the estimating of the folios and the court-fee stamps required’ in the space provided for the purpose in the application, sign and date the entries, make the necessary entries in column 5 of Register no. 16A and return the completed application to the Head Comparing Clerk.

The number of folios required should be carefully calculated so that it may not be necessary to obtain additional folios from the applicant, a contingency which under a proper system ought never to arise.

NOTE 1.—‘The expression “Head Comparing Clerk” in these rules in this chapter includes a comparing clerk to whom the the functions of the Head Comparing Clerk have been delegated by the Deputy Collector Incharge for the purpose of these rules.

NOTE 2.—If the records from which the copies are required is in the record room, the comparing clerk should be shown the record in the record-keeper's office.

tions
any
full

NOTE 3.—In outlying stations where there is only one Comparing Clerk, the estimating of the folios and court-fee stamps may, if the Deputy Collector Incharge so directs, be made by the officer to whom the application is forwarded.

NOTE 4.—The Deputy Collector Incharge should make special arrangements for the proper custody of the documents removed from the shelves for compliance with applications for copies until the document is sent to the Copying Department to be copied or until intimation is received of the rejection of the application.

CORRECTION SLIP NO. 10.

Rule 287, page 77—

Delete rule 287.

(Correction slip no. 10, dated the 4th April 1966)

Rule 287, page 77—

Substitute the following rule for the existing rule :—

“Method of communicating necessary information to applicants—
The Head Comparing Clerk shall notify the number of folios and court-fee stamps required for the copy in the case of each application on the same day, or at the latest, on the day following, unless they have already been filed by means of an entry in the prescribed register (Form no. 16B, App A). This register shall be kept at a convenient place prescribed by the Deputy Collector Incharge for public inspection during such hours as the Deputy Collector Incharge may direct. When the folios or stamps are deficient, the deficit shall be notified in the same manner. Rejected applications shall also be shown in this register.

NOTE.—In complying with a requisition for copies of papers contained in a record, the Record-keeper should not permit the entire record to be removed to the Copying Department but only such documents as are specified in the application, unless the documents specified in the application constitute the entire record. The case number should be given in all the pages of the paper forming the record before sending them to the Copying Department.”

(Correction slip no. 11, dated the 4th April 1966)

tions will not be considered complete nor will the preparation of any copy be commenced until the full court-fee stamps and the full number of folios specified in column 4 have been supplied.

If in any case the said stamps and folios are not supplied within one week of the date of this notice, the application will be struck off—

Date

Date of application.	Serial number of application.	Name of applicant.	Information given to applicant.	Remarks.
1	2	3	4	5

Signature of Comparer.

Date.

Signature of Deputy Collector in Charge.
Date.

NOTE.—In the column 4 the quantity of stamped folios, plain paper, court-fee stamps, etc., required should be entered. Any special information necessary in any particular case should also be entered in this column.

289. List of copies ready for delivery.—The comparer will prepare daily and hung up on the record-room notice board at 4 P.M. (or 11 A.M. when the office is held in the morning) a list of the copies ready for delivery. The list shall be in the following form:—

NOTICE.

LIST OF COPIES READY FOR DELIVERY.

CORRECTION SLIP NO. 12

Rule 289, page 78.—

Delete Rule 289.

(Correction slip no. 12, dated the 4th April 1960)

*vide C.
no. 12.*

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Signature of Comparer.

Date.

Signature of Deputy Collector in Charge.
Date.

CORRECTION SLIP NO. 13.

Rule 290, page 79—

(i) *Substitute* the following two sentences *for* the first two sentences^s of the existing rule:—

"The requisite folios and stamps, etc., shall be filed before the Deputy Collector incharge within the prescribed hours and within three days of the giving of notice prescribed in rule 288. The applicants should file along with the folios lists showing the number and date of application, the name of applicant and the number of folios filed".

(ii) *Add* the following sentences at the end of the first paragraph and *delete* the last two paragraphs of the existing rules:—

(ii) "If this is not done, the application may be rejected. If the application has been rejected, a note to that effect shall be made against the entry of the application in the prescribed register (Form no. 16B, App. A). The Comparing Clerk while going round the offices to make estimate shall take with him the rejected applications and show them to the proper officers who shall sign the application on the reverse and after restoring the documents to the proper places, make the appropriate entries in columns 7, 8 and 9 of the register no. 16A".

(Correction slip no. 13, dated the 4th April, 1966).

paper and court-fees of required values,

CORRECTION SLIP NO. 14.

Rule 291, page 79...

Substitute the following rule for the existing rule:—

Procedure for furnishing the date when the copy will be ready for delivery.—When the stamps and folios are filed, the date shall be entered in place provided in the form for the purpose. The applicant shall, at the same time, present the counterfoil of his application, which has been returned to him and a memorandum shall be made thereon stating the date and hour

when the copy will be ready. A corresponding note shall be made on the body and main portion of the form. The Head Comparing Clerk will at the same time take the applicant's signature with date on the middle portion of the application below the entries as to the date of filing the folios and stamps and the date when the copy will be ready for delivery. The applicant shall retain the counterfoil and it shall be his duty to attend on the date fixed for the purpose of receiving the copy.

The Comparing Clerk deputed for the purpose by the Head Comparing Clerk shall take the application on the same day to the proper officer with an endorsement requiring him to send the necessary document. Such officer shall immediately hand over the document with the application to the Comparing Clerk and note on the application the fact of compliance with the requisition. The Comparing Clerk shall make necessary entry in column 8 of Register no. 16A. The Comparing Clerk deputed to make estimate of folios and court-fee stamps shall take with him original documents of which copies are ready and return them to the proper officer, who will make the necessary entries in column 7 of Register no. 16A. The Comparing Clerk will at the same time receive from such officer the documents for copies of which the requisite folios and stamps have been filed by the applicant.

(Correction slip no. 14, dated the 4th April 1966.)

CORRECTION SLIP NO. 15

Rule 292, page 79—

Insert the following at the end of the rule :—

"This should be done also where the application is withdrawn and the folios and stamps have not been used. Such stamps should not include searching fee and expedition fee affixed to the application."

(Correction slip no. 15, dated the 4th April 1966.)

the remuneration due to them. In any case an application cannot be granted, the folios and stamps supplied by the applicant should be returned to him at the time when he is so informed.

vide C.S. no. 15. ~~This should be~~ **293. Extra fee.**—When any applicant requires his copies to be furnished on the day of application an extra fee of one rupee *application*

CORRECTION SLIP NO. 16.

Rule 293, page 80—

Insert the following below the rule 293 :—

"In case of a language or character with which the Copying Department Establishment is not acquainted may also include any reasonable amount to be fixed by Deputy Collector Incharge, Record Room which may have to be paid to the person conversant with the script who is specially utilised for the work".

vid no Note to rule 293 may be numbered as "Note 1" and below that following may be added as Note 2 :—

CORRECTION SLIP NO. 17.

Rule 294, page 80—

Insert the following "Note" below the rule :—

"NOTE.—Every application for copies of deposition in a case which is being heard shall be laid before the Trial Magistrate for such orders as in his discretion may make. If such Magistrate so directs, so much of the deposition shall each day be given to the Head Comparing Clerk as there is a reasonable hope of being copied in the course of a day. The Head Comparing Clerk shall return the portion to the Magistrate at the close of the day subject always to (a) the precedence which must invariably be accorded to applications on which an expedition fee has been paid, and (b) no delay occurring as a consequence in respect of ordinary applications of an earlier date, such copies will ordinarily be issued on the same day or the following day".

(Correction slip no. 17, dated the 4th April 1966.)

CORRECTION SLIP NO. 18.

Rule 295, page 80—

Delete Rule 296.

(Correction slip no. 18, dated the 4th April 1966.)

applications a court-fee stamp of 15 n.P. and a searching fee of 25 n.P. as prescribed in rules 278 and 279 above, in addition to the fee required for authentication.

*vide C.S.
no. 18.*

CORRECTION SLIP NO. 19.

Rule 297 page 81—

Substitute the following for the first sentence :—

"In the case of copies filed exhibited or recorded in any court, the court-fee chargeable under the Court-fee Act should be levied by affixing the necessary stamps to the first folio of the copy".

(Correction slip no. 19, dated the 4th April 1966.)

officer who compares the copies shall note the number of words written by the copyist or typist on the back of the folios, so that the record-keeper, who should from time to time check the number so reported may be able to verify the correctness of the stamp affixed.

298. Stamp duty.—The following fees are prescribed by law :—

Articles 6—9, Schedule I, Act VII of 1870.

Article 6.—Copy or translation of a judgment or order not being, or having the force of, a decree.

When such judgment or order is passed by any Civil Court other than a High Court, or by the presiding officer of any Revenue Court or office, or by any other Judicial or Executive authority—

(a) If the amount or value of the subject-matter is fifty or less than fifty rupees—40 n.P.

(b) If such amount or value exceeds fifty rupees.—75 n.P.

When such judgment or order is passed by a High Court—Re. 1.50 n.P.

Article 7.—Copy of a decree or order having the force of a decree.

When such decree or order is made by any Civil Court other than a High Court, or by any Revenue Court—

(a) if the amount or value of the subject-matter of the suit wherein such decree or order is made is fifty or less than fifty rupees—75 nP.

(b) If such amount or value exceeds fifty rupees—Re. 1.50 nP.

When such decree or order is made by a High Court—40 nP.

Article 8.—Copy of the document liable to stamp duty under the Indian Stamp Act, 1879, when left by any party to a suit or proceeding in place of the original withdrawn.

(a) When the stamped duty chargeable on original does not exceed—50 nP.—one and half times the amount of the duty chargeable on the ?

(b) In any other case—75 nP.

Article 9.—Copy of any revenue or judicial proceeding or order not otherwise provided for by this Act, or copy of any account, statement, report or the like, taken out of any Civil or Criminal or Revenue Court or office, or from the office of any Chief Officer charged with the executive administration of a division.

For every three hundred and sixty words or fraction of three hundred and sixty words—75 nP.

N.B.—All court-fees leviable under the Act, as amended from time to time in its application to Bihar, shall be increased by a surcharge at the following rates as prescribed by section 4 of the Bihar Entertainments Duty, Court-Fees and Stamp (Surcharge Amendment) Act, 1948 (Act XXV of 1948) :—

- | | | |
|----|--|----------|
| 1 | On every whole rupee | 0.40 nP. |
| 2. | (a) On a fraction of a rupee up to and including 0.25 nP. | 0.15 nP. |
| | (b) On a fraction of a rupee exceeding 0.25 nP. but not 0.50 nP. | 0.20 nP. |
| | (c) On a fraction of a rupee exceeding 0.50 nP. but not exceeding 0.75 nP. | 0.35 nP. |
| | (d) On a fraction exceeding 0.75 nP. but less than a rupee. | 0.40 nP. |

*See now the Indian Stamp Act, 1899, General Acts, Volume V.

Explanation.—On a court-fee of Rs. 20.40 nP. the surcharge will be $(20 \times 0.40 \text{ nP.}) + 0.20 \text{ nP.}$ viz., Rs. 8.20 nP. and the total court-fee leviable will be Rs. 28.60 nP.

NOTE 1.—Under Government notification no. 2576-L.A.—25, dated the 5th December 1921, the following reductions and remissions of duty have been ordered :—

(a) The fees chargeable on (i) copies of village settlement records furnished to landholders and cultivators during the currency or at the termination of settlement operations, and (ii) lists of fields extracted from village settlement-records for the purpose of being filed with petitions of plaint in settlement courts have been remitted :

Provided that nothing in this clause shall apply to copies of judicial proceedings, or to copies of village settlement records (other than lists of fields) extracted as aforesaid, which may be filed in any court or office.

(b) The fee chargeable under Articles 6, 7 and 9 of the first schedule to the Court-fees Act on copies furnished by civil or criminal courts or revenue courts or offices for the private use* of persons applying for them have been remitted :

Provided that nothing in this clause shall apply to copies when filed, exhibited or recorded in any court of justice or received by any public officer.

(c) The fees chargeable on the following documents have been remitted :—

- (i) Copy of a charge framed under section 210 of the Code of Criminal Procedure, 1882†, or of a translation thereof when the copy is given to an accused person;
- (ii) Copy of the evidence of supplementary witnesses after commitment, when the copy is given under section 219 of the said Code to an accused person;
- (iii) Copy or translation of a judgment in a case other than a summons case, and copy of the heads of the Judge's charge to the jury, when the copy or translation is given under section 371 of the said Code to an accused person;
- (iv) Copy or translation of the judgment in a summons case, when the accused person to whom the copy or translation is given under section 371 of the said Code is in jail;
- (v) Copy of an order of maintenance, when the copy is given under section 490 of the said Code to the person in whose favour the order is made or to his guardian, if any, or to the person to whom the allowance is to be paid;
- (vi) Copy furnished to any person affected by a judgment or order passed by a Criminal Court of the Judge's charge to the jury or of any order, deposition or other part of the record when the copy is not a copy which may be granted under any of the preceding sub-clauses without the payment of a fee, but is a copy which, on its being applied for under section 548 of the said Code, the Judge or Magistrate for some special reason to be recorded by him on the copy thinks fit to furnish without such payment;

*Having regard to the provisions of section 76 of the Evidence Act this concession refers to uncertified copies only.

†See now the Code of Criminal Procedure, 1898 (Act V of 1898), General Acts, Volume V.

**Article 24, Schedule IA, Act II of 1899.*

Article 24.—Copy of extract, (i) If the original was not chargeable with duty, or if the duty with which it was chargeable does not exceed one rupee—75 nP.
certified to be a true copy or extract, by or by order of any public officer and not chargeable under the law for the time being in force relating to court-fees.

(ii) In any other case—Rs. 1.50 nP.

N.B.—In addition to stamp duties of 75 nP. and Rs. 1.50 nP. a surcharge at the rate of 35 nP. and 60 nP. respectively shall be levied as prescribed by section 5 of the Bihar Entertainments Duty, Court-Fees and Stamp (Surcharge Amendment) Act, 1948 (Bihar Act XXV of 1948).

Exemptions.

(a) Copy of any paper which a public officer is expressly required by law to make or furnish for record in any public office or for any public purpose.

(b) Copy of, or extract from, any register relating to births, baptisms, namings, dedications, marriages, divorces, deaths or burials.

NOTE.—The expression “any register relating to *** marriages” in this clause includes registers relating to the dissolution of marriages. (Government of India Order no. 2806-Exc., dated the 8th May 1907, to the Governments of Eastern Bengal and Assam, received with Bengal Government Order no. IIII-S.R., dated the 22nd May 1907.)

299. Particulars to be recorded on the back of the copy.—When a copy of a judgment, decree, sentence, or order is granted, the following particulars must invariably be recorded on the back of the copy itself and in the form given below for the information of an Appellate Court (section 12, Act XI of 1908, the Indian Limitation Act) :—

Date of application for the copy:

CORRECTION SLIP NO. 20

Rule 299, page 85—

Insert the following sub-paragraph below the rule :—

“In the case of a copy of a judgment, decree or order, the date, excepting the date of making over the copy of the applicant shall also be expressed in words. Each date on which extra folios are to be notified and each date on which they are delivered shall also be recorded”.

(Correction slip no. 20, dated the 4th April 1966).

(vi) Copies of all documents furnished under the orders of any Court or Magistrate, to any Government Advocate or Pleader or other person specially empowered in that behalf for the purpose of conducting any trial or investigation on the part of the Government before any Criminal Court;

(viii) Copies of all documents which any such Advocate, Pleader or other person is required to take in connection with any such trial or investigation for the use of any Court of Magistrate, or may consider necessary for the purpose of advising the Government in connection with any criminal proceedings;

(ix) Copies of judgments or depositions required by officers of the Police Department in the course of their duties.

(d) The fees chargeable on certified copies of entries in record-of-rights furnished in accordance with any rules for the time being in force under the Bihar Tenancy Act, VIII of 1885, and the Chota Nagpur Tenancy Act (Bengal Act VI of 1908) after the final publication of such record-of-rights under section 103A(2) and 83(2) of these Acts, have been remitted.

(e) The fees chargeable on copies of documents furnished by a District Magistrate to a pleader appointed by the Court to defend a pauper accused of murder have been remitted.

(f) The court-fees in excess of 0.50 nP. chargeable on certified copies of entries in record-of-rights of a village or a portion thereof, maintained under the Bihar Tenancy Act (VIII of 1885), and the Chota Nagpur Tenancy Act, VI of 1908 have been reduced to the sum of 0.50 nP.

[The above order relates to copies granted subsequently to the free distribution of copies of record-of-rights.]

(g) The fees chargeable on copies of decrees of Civil or Revenue Courts situate in the territories of His Highness the Gaekwar of Baroda forwarded to any court in Bihar for execution in pursuance of the provisions of section 44 of the Civil Procedure Code, 1908 (V of 1908).

2. Under section 51 of the Land Acquisition Act (I of 1894) any person claiming under an award or agreement made under that Act is entitled free of cost to one certified copy of so much of the award or agreement as concerns himself.

3. Under section 34(2) of the Cess Act (Bengal Act IX of 1880) the Board of Revenue has directed that—

(i) copies of so much of the valuation roll and of the returns as relate to the lands included within the applicant's estate, tenure or holding may be given to him on payment of the copying fees only.

(ii) on application, which may be in plain paper, from the superior holder in whose estate or tenure the rent-free land has been included under section 71, copies of returns (without boundaries) filed by the rent-free land-holder should be given on the printed form free of cost.

4. Certified copies of the schedules prepared for cases of commutation of produce-rents to cash-rents should bear court-fees stamps calculated according to Article 6 of Schedule I of Act VII of 1870 (Court-fees Act), the calculation being based on the cash-rent fixed in each case; e.g., if 25 cases were tried together, and the cash-rents fixed are all below Rs. 50, the value of the court-fee stamps would be Rs. 9.25 nP.; again if an application is made for copies of 4 out of 25 entries in a schedule and the commuted cash-rents in these four cases be Rs. 15, Rs. 18, Rs. 50 and Rs. 13, respectively, the value of the court-fees stamps leviable would be Rs. 1.90 nP. only (0.40 nP. + 0.40 nP. + 0.75 nP. + 0.40 nP.).

5. Article 9 of Schedule I of the Court-fees Act refers to executive orders or to judicial orders in which no monetary value is assessable such as those under section 58, 90, 91 or 113(c) of Act V, B., C., of 1897 (Estates Partition Act). If an order is of a judicial nature and a value can be assessed it should be so assessed, and the court-fee regulated by Article 6 or 7 of that schedule.

✓300. **Use of printed forms.**—Whenever copies are required of any portion of the registers and forms enumerated in the list below, they should be made on printed forms.

Collectors should allow for the requirements under this rule in preparing their indents for these forms. In doing so it should be remembered that if forms run short the public will either have to wait for their copies or pay the greater cost of copies to be made entirely by hand :—

- (1) Settlement khatians.
- (2) Working khatians.
- (3) Settlement khasras.
- (4) Settlement khewats.
- (5) Settlement village notes.
- (6) Terij in settlements under the Bihar Tenancy Act.
- (7) Bhuinhari register and map under Bengal Act II of 1869.
- (8) Forms of kabuliyats.
- (9) Forms of pattas.
- (10) Local cess revaluation rolls under section 35 of the Cess Act.
- (11) Local cess valuation statements under section 34 of the Cess Act.
- (12) Local cess form of return prescribed by section 14 of the Cess Act.
- (13) Land Registration Registers A, Part I, and D, Parts I and II.
- (14) Application for mutation of names.
- (15) Decree and kaifiat in land registration cases.
- (16) Board's miscellaneous forms of rubakari and intimation slip.
- (17) Land revenue and cess tauzi ledgers.
- (18) Sale proclamations.
- (19) Form B—Agreement under the Land Improvement Loans Act.
- (20) Forms of certificates.
- (21) All kinds of chalans.
- (22) Register II—Ledger of each raiyat in a khasmahal.
- (23) Land acquisition awards.
- (24) Partition statements.
- (25) Khasras, khatians and khewats prepared under the Partition Act.
- (26) Rent suit faisalas.

✓**301. Procedure for using printed form.**—The forms enumerated in rule 300 will be supplied by the office, and the charge for each form used for copies will be 0.10 nP. except in the case of the forms of Settlement khewats and khatians, the price of which will be 0.02 nP. per copy, subject to a minimum of 0.10 nP., whatever be the number of forms taken, and to the reckoning of incomplete fractions of 0.10 nP. as 0.10 nP. which will be paid by a court-fee stamp on the application for the copy. Thus the forms need not be treated as saleable forms, and no further account need be kept of them than is kept at present. Copies of obsolete forms are to be given on folios, as in the case of ordinary copies. A label or slip may be prepared which will show the number of printed words for every form mentioned in rule 300, in order to save the trouble of counting the words for the purpose of ascertaining fees for authentication on every occasion.

(a) Copying fee will be charged only for such part of the copy as is written by hand or type-written, and will be realised by court-fee stamps affixed to the applications.

(b) Court-fees for certified copies will be charged both for the printed and written or typed words and will be affixed to the copies.

(c) If the copies are made on printed forms and the headings of the columns are in two languages, the court-fee will be calculated on the number of words in one language only. If the forms are printed on both sides and one side only is used for the copy, the court-fee will be calculated on the number of words on one side only of the form.

302. Cancellation of stamps for copying fees and payment of remuneration to copyists.—All stamps, affixed to the application under rules 278 and 289, will be punched and entered in the Court-fee Register according to rule as soon as filed; but the stamps for authentication, copying fee and value of forms will be punched and entered in the Court-fee Register as soon as the copy is ready. In addition to the ordinary punching, stamps for copying fees will be marked "cancelled" in the presence of the Deputy Collector in charge, at the close of each month, and copyists or typists will be paid two-thirds of the total value of these stamps on bills, to which will be attached a certificate by the Deputy Collector in the following form :—

"Certified that the total amount realized by court-fee stamps on account of copying fees during the month of _____ is Rs. _____ and that stamps to this value have been marked 'cancelled' in my presence".

CORRECTION SLIP NO. 21

Rule 303, page 88—

Delete the word "certified" from the heading and the word "Authenticated" from the first sentence.

(Correction slip no. 21, the dated 4th April 1966)

adhesive court-fee stamp.

NOTE.—A surcharge at the rate of 0.35 nP. shall be levied on the fee prescribed under this rule.

304. Maps available to the public.—Among the maps of the old surveys there are surveyor's village plans or revenue survey maps, diara survey, thakbust and khasra maps, and amongst those of recent cadastral surveys there are village cadastral maps consisting of one or more field sheets. The village maps of the recent cadastral surveys are in future to be printed, and the rules for supply and sale to the public are to be found in rule 334, pages 142-145, Bihar Board's Miscellaneous Rules, 1958. Copies or extracts of such maps or portions thereof may, however, be supplied to persons who apply for the same, and Collectors are to encourage, in every legitimate way, the widest distribution of copies of all kinds among parties interested.

305. Tracing cloth and copying fees for copies of maps, how to be paid and accounted for.—Copies of maps of the old surveys and those of new surveys when necessary should be supplied on tracing cloth, of which two kinds are supplied to the District Officers viz., (i) bright, and (ii) dull black, in pieces of 24 yards long by 36 inches wide, and the quantity required of either kind is to be supplied to applicants for copies of those maps at the rate fixed by the Superintendent, Government Printing, Bihar, in his price list for each year. The cost of the tracing cloth is to be paid for in the same way as the copying fees leviable in respect of the supply of copies of these maps, namely, in court-fee stamps. The amount of such stamps is to be noted in column 12 of the register of applications for copies (Form 16, Appendix A).

306. Copies to be issued on prescribed stamp paper.—To protect the interests of Government, care must be taken to see that all copies issued from the office (except those referred to in rules 300 and 305 and those issued free of cost) are prepared on the prescribed stamp paper. They must be written or typed on one side

of the sheet only, and must not contain more than the authorized number of words. On the other hand, care must be taken to see that applicants are not imposed upon by the copyists or typists spreading their writing or typing over a large number of sheets than is necessary. By insisting on the number of lines in each sheet or space being uniform, control may easily be exercised in this matter, the number of words in a few of the lines in each folio being carefully checked by the comparer. The record-keeper and the Deputy Collector in charge should also from time to time check at random. The business of a copyist and typist is (like most other occupations) one calling for skill, and is greatly dependent for its successful practice on experience. Copyists and typists, therefore, must possess or acquire skill in their business, or they ought not to be retained.

✓307. Use of proper ink.—All copies, whether granted free of cost or on payment, should be written legibly with good ink. The officer entrusted with the duty of examining a copy shall be held responsible for the copy being written with proper ink.

CORRECTION SLIP NO. 22

Rule 308, page 89—

Substitute the following for the existing rule :—

"Certified copies must, as required by section 76 of the Indian Evidence Act, bear at the foot of the words "certified to be a true copy" over the signature (not initials) of the officer having custody of the original who shall add his designation and the words "Authorised under section 76, Act I of 1872". All these words except the signature itself may be impressed by a stamp. The officer in question is the Record-keeper, or the Subdivisional Head Clerk, as the case may be".

Insert the following rule as Rule 308A, below the rule 308 :—

"308A. *Cancellation of Stamps in copies.*—The court or office issuing copies, certificates or other similar documents liable to stamp duty, shall before issue cancel the labels affixed to them by punching out with a square punch, a portion of the label in such a manner as to remove neither the figure head nor that part of the label upon which its value is expressed. As an additional precaution, the signature of the officer attesting the document, with the date should be written across the label and upon the paper on either side of it as is frequently done by person signing stamped receipts. The stamp shall be punched at the time of attesting the documents".

(Correction slip no 22, dated the 4th April 1966)



vide C.S.
no. 22.

vide C.S.
no. 22.

each copy, should be shown on the back of the copy by means of a rubber stamp in the form given below :—

Cost for—				Rs.	nP.
Application for copies	---	---
Searching fee	---	---
Extra fee	---	---
Authentication fee	---	---
Number of—					
Papers	_____				
Folios	_____				
Plain paper	_____				
Printed forms	_____				
Tracing cloth	_____				
Copying fee (number of words).					

Total

(In words) Rs.
nP.

CORRECTION SLIP NO. 23

Rule 310, page 90—

90

(i) In the third line of rule 310 at page ~~82~~, Chapter VIII, *delete* the words inside the bracket "whether certified or uncertified".

(ii) In the seventh line, *insert* the words "or Hindi in Devanagri Script" and a comma (,) after the word "English" and the words and brackets ("except Hindi in Devanagri Script") *after* the words "Vernacular".

(iii) *Delete* the existing brackets before and after the words "English" and "Vernacular".

CORRECTION SLIP NO. 24

Rule 311, page 90—

(i) In the 2nd line of the rule 311, *delete* the words "certified and uncertified".

(ii) In rule 311 (c) in the tenth line, *substitute* the following for "English" words "English or Hindi in Devanagri Script".

(Correction slip no. 24, dated the 4th April 1966.)

(b) the same impressed stamped paper of 0.20 nP. with an adhesive stamp of 0.20 nP. affixed thereto for copies of documents, containing from 151 to 300 type-written words; and

(c) the same impressed paper of 20 nP. with an adhesive stamp of 40 nP. affixed thereto for copies of documents containing from 301 to 450 type-written words. These sheets should be used for copies of lengthy documents. For the concluding portion of such documents the stamped paper (a), (b) or (c) should be used according to the number of words remaining to be typed. These charges, it will be seen, correspond exactly with the charge for manuscript copies, viz., 20 nP. for folio of 150 English words. *or 100 in Devanagari Script* These sheets will be divided into three equal parts by blue lines, each part being intended for 150 type-written words. *vide C.S. No. 24.* In the case of the charges (b) and (c) above, the adhesive stamps will be affixed across the perforated lines on the top of the sheet of the impressed stamped paper.

NOTE.—A surcharge at the rate of 15 nP. on the fee prescribed under clause (a), at the rate of 20 nP. on the fee prescribed in clause (b) and at the rate of 35 nP. on the fee prescribed in clause (c) of this rule shall be levied.

312. Rate of cost for copying surveyor's village plans.—For copies of the surveyor's village plans the ordinary rate is to be one rupee per plan, but should the internal delineations be intricate and the labour be enhanced in proportion, the rate may be increased at the discretion of the Collector, within a limit of two rupees per plan.

NOTE.—A surcharge at the rate of 40 nP. shall ordinarily be levied on the fee prescribed under this rule. It may be increased at the discretion of the Collector up to 75 nP. per plan.

313. Differential rates of cost for copies of thakbust and cadastral maps necessary.—Thakbust and cadastral maps require to be copied by placing the tracing cloth over them, and marking the salient points, and then ruling or tracing lines from point to point. The thakbust maps show large *chaks* with their numbers and in addition, at each angle of the boundary line, each station is also numbered, but cadastral maps show only plots with their numbers and boundaries. Owing to the curves in the boundaries it is often difficult to distinguish one line from another, and it is, therefore, necessary to prescribe differential rates for copies of these two classes of maps.

314. Rate of cost for copies of thakbust maps.—For copies of thakbust maps each *chak*, tank, *jhil*, watercourse, well or garden should be counted as four and each number (whether inside a *chak*, being the *chak* number, or at an angle on the boundary line, being the station number) and each written word on the face of the map or each tree should be counted as one vernacular word; copying fees should then be calculated for the whole under rule 310.

315. Rate of cost for copies of cadastral maps.—For copies of cadastral maps each plot, tank, *jhil*, watercourse, well or garden, including its number, should be counted as five vernacular words, but where no separate number is given to any of the above, the plots should be counted as equivalent to four vernacular words; each written word on the face of the maps should also be added as one vernacular word, and copying fees for the whole should then be calculated under rule 310.

316. Rate for ruling lines in copies of register.—The rate for ruling lines in any register should be calculated at one vernacular word for each line, each line being taken the whole length or breadth of the page or sheet.

317. Exceptional cases.—In the case of other maps and plans no general rule can be laid down. In each case a charge will have to be fixed with reference to the difficulty or intricacy of the work done and to the cost of tracing cloth. In such cases the cost to be charged should be fixed by the Deputy Collector in charge personally.

318. Copying fees for jamabandis, measurement papers, etc.—In the case of documents, such as jamabandis, measurement papers, order-sheets, accounts and others, which are not written continuously like a deposition, or which are not written right across the page every endeavour should be made to write as many as 150 English words or 300 vernacular words on each folio.

NOTE.—A surcharge at the rate prescribed in the notes below rules 310 and 311 above shall also be levied.

319. Plain cartridge paper to be pasted.—If it is found impossible to do this on each folio without distorting the form of the original document, as many additional sheets of plain cartridge paper as may be necessary (to be provided by the applicant for the copy) should be pasted on below, or at the side of the first sheet.

320. Additional charge to be levied.—In consideration of the additional time and trouble involved in copying documents of

the nature described above, an additional charge may be levied from the applicants according to the following scale :—In all cases requiring more than three folios, one additional folio may be taken for every four folios, that is to say, one additional folio may be taken in cases requiring four to seven folios, two additional folios, in cases requiring eight to eleven folios, and so on. No additional charge should be levied in cases which require from one to three folios.

NOTE.—A surcharge at the rate prescribed in the notes below rules 310 and 311 above shall also be levied.

V.—Rules for copyists, typists and comparers.

321. Collector is to license copyists or typists.—The Collector is to license as many copyists or typists as can ordinarily supply all applicants with copies within the period specified by these rules, and no one but a licensed copyist or licensed typist shall be employed in the preparation of copies. Typists providing their own type-writing machines should be given the preference over others when fresh appointments are made. But when the copies applied for are few or not sufficient to induce an outsider to take a license for the work, and the work generally is light, the Collector may employ an officer of the fixed establishment to do the copying work if he can do it without detriment to his other duties. Care must be taken that copies which are paid for are made only by licensed copyists or typists, or in the case last mentioned, by an officer of the fixed establishment.

321A. Commissioner's office.—Commissioners are at liberty, if the demand for copies from their records makes the arrangement advisable, to appoint a licensed copyist or licensed typist for their preparation.

322. Relationship of copyists or typists to the clerks.—Every candidate for employment as a copyist or typist in the office of a Commissioner or District Officer should be required to state whether he is related to any of the ministerial or other officers in that office. Any incorrect or incomplete statement will render him liable to summary dismissal, if appointed in due course. Relationship to any such officers does not disqualify a candidate, but there must be no concealment of the truth.

323. Number of copyists and typists.—The number of copyists and typists licensed should, as far as possible, not be greater than will admit, in ordinary circumstances, of each copyist, who cannot make copies in English properly and has to be employed solely on vernacular copies, earning at least Rs. 50 per month, of each

English copyist earning at least Rs. 68.75 nP. per month, and of each typist who provides his own type-writing machine at least Rs. 100 per month. Ordinarily, no person should in future be appointed a copyist unless he can copy both English and vernacular efficiently. The monthly detailed bill of remuneration of copyists and typists will show the Collector at a glance the amount earned by each copyist or typist and will enable him to regulate the establishment and to take measures, if necessary, for the reduction of the number of copyists. The number should be so reduced as to bring the earnings of each at least up to the prescribed minimum.

324. Payment of remuneration to copyists and typists when employed on work for Government.—When it is necessary to employ copyists and typists on work for Government, they shall be paid at the same rate as for work done for private parties :

Provided that when one or more copies are prepared simultaneously by carbon paper process and one of such copies is prepared for Government and the other or others for private individuals, the copyist shall not be entitled to remuneration for such a copy. Provided also, however, that the paper for the copy and also the carbon paper shall be supplied by Government.

324A. Preparation and payment of bills of remuneration to copyists or typists employed in the preparation of Crown briefs.—A register in form no. 17A given in Appendix A will be maintained by the record-keeper or the subdivisional head clerk, as the case may be, in which the requisition for a brief by the trying court will be entered forthwith on receipt. The particulars of the brief and the name of the copyist or the typist deputed for the purpose will also be entered in this register. After preparing the brief the copyist or the typist concerned will make it over to the head comparing clerk for check and note in the register. The brief together with the entries in register will be finally checked and attested by the record-keeper or the subdivisional head clerk, as the case may be. At the end of each month the order to the requisitioning authority together with the register and the bill for remuneration of copyists will be put up to the Deputy Collector in charge of the copying department after the bill has been duly checked by the record-keeper or the subdivisional head clerk, as the case may be. After fully satisfying himself the Deputy Collector in charge will sign the bill and cancel the order of the requisitioning authority. The bill will then be sent to the Nazir or Treasurer for encashment and payment to the copyists or the typists concerned whose acquittance should also be taken in the register.

List of copyists and typists showing total remuneration drawn by each, month by month, whether in revenue, criminal or civil work.

Name of copyist or typist.	Total Earning.											
	April.											
	May.											
	June.											
	July.											
	August.											
	September.											
	October.											
	November.											
	December.											
	January.											
	February.											
	March.											
	Monthly average.											

From this list, which must be filled up carefully each month, the officer in charge will perceive what copyists and typists are receiving an excessive share of the remunerative work, or are not doing a sufficient amount of work, and will take steps to equalize earnings or to dispense with the services of those convicts and

Rule 326, page 95—

Substitute the following for the existing rule 326 at page 95 :—

"One-half of the charge of thirty-five paise including surcharge of fifteen paise per folio levied by means of the impressed and adhesive stamps, represents the payment to Government on account of the salary of examiners, cost of papers, etc., the remaining half will represent the earnings of the copyists or typists whose accounts will be made up monthly and the amount due to each paid out of the grant for 'allowances'. These payments must be checked with the upper part of each stamp, which when the copy is ready must be torn off each sheet along the perforated line and then endorsed with the copyists or typists' name and kept till the end of the month. Care must be taken to see that nothing in excess of half the amount realised in stamps is paid away".

(Correction slip no. 25, dated the 4th April 1966.)

vide C.S.
No. 25.

327. Payments from additional fee.—Out of the additional fee levied under rule 320, one-third will be credited to Government and two-thirds will be paid to copyists or typists; all other fees, e.g., the expedition fees levied under rule 293, are to be credited entirely to Government.

328. Remuneration of copyists for copying maps and what materials they are to supply.—Two-thirds of the copying fees of maps, after deducting from the total the cost of tracing cloth, are to be paid to the copyists out of the grant for "Allowances" under rule 326. For the copying of these maps ink only is to be supplied to the copyists from the Collector's office, but the other materials, such as paints, pencils, brushes, etc., which may be required, are to be supplied by the copyists themselves, and no charge for these articles is to be levied from private parties.

329. Register of earning of copyists or typists.—A register of earnings of copyists or typists should be maintained in Form no. 17 given in Appendix A. The register must be checked weekly by the comparing clerk and monthly by the Deputy Collector in charge of the copying department. The fact that such check has been made should be duly noted from time to time in the register, the note being signed and dated by the checking officer.

330. Stamped slips to be burnt.—To prevent the risk of stamped slips being used more than once, the officer passing a copyists' or typists' account will, after checking it as directed, tear the

CORRECTION SLIP no. 28

Rule 331, Page 96—

Delete the words in the 2nd line of the rule "Whether certified or uncertified".

(Correction slip no. 28, dated the 4th April 1966.)

District Officers are authorised to employ in the offices under their control, without reference to higher authority, additional temporary comparing clerks on Rs. 50 a month each, provided that they will draw the time-scale of pay of Rs. 50—2—70—E.B.—2—90 each a month where they are likely to be entertained for more than a year. If, however, it is preferred to entrust the actual duties of the temporary post to a clerk of the permanent establishment the District Officers are authorised to create a temporary post on the old or the new scale of pay, as the case

may be, for the clerk concerned and to allow him to draw on that scale the pay he would from time to time have drawn on the same scale in his substantive post provided that, if the post of the clerk so deputed is filled by outside recruitment, the pay of such recruit must be limited to Rs. 50, but where the post is likely to exist for more than a year he will draw the time-scale of pay of Rs. 50—2—70—E.B.—2—90.

One comparing clerk should be entertained when the surplus annual net receipts derived from copying fees amount to Rs. 720, a second comparing clerk when the surplus reaches Rs. 1,080 (720+360), a third when it rises to Rs. 2,160, a fourth when it comes up to Rs. 2,880, and so on, an additional clerk beyond the third being entertained for each additional whole sum of Rs. 720. From the surplus annual net receipts from copying fees should be deducted the amounts calculated according to the above scale for the number of comparing clerks who have been merged in the general permanent establishment. If there is a balance of such surplus receipts then remaining, additional temporary comparing clerks may be appointed for that balance in accordance with the scale laid down above. This permission is, however, subject to the conditions that—

- (a) when the surplus receipts from copying fees fall short of the requisite standard, steps should be taken for the discharge of the temporary comparing clerks, and
- (b) the reduction of permanent clerks should only be effected by absorption.

The salaries of these clerks should be drawn on separate bills under subsidiary rule 35, page 287 of the Bihar and Orissa Account Code, 1926, supported, in the case of the first bill of each year for each temporary appointment, by a certificate from the officer making the appointment that the conditions stated above have been fulfilled.

NOTE.—No probationer should be appointed as a temporary comparing clerk.

VI.—Miscellaneous Rules.

332. Copies of public documents when to be withheld.—Copies of public documents which applicants may have a right to inspect are never to be withheld from them even though they may be used as evidence against the Government; but copies, whether certified or not, of written arguments, discussions, or opinions of public officers written previously to a decision, as they can be no legal evidence, and as no one has a right to inspect them, are not to be given.

Rule 332, Page 97—

Insert the following *after* the last paragraph of the existing rule 332 :—

"A party to a case who has appeared in such case is entitled at every stage, before or after the final termination of the case, to obtain copies of the records of the case including exhibits which have been put in and finally accepted by the court as evidence.

A stranger to the case may, after the final termination of the case, obtain as of course, copies of complaints, written statements, affidavits and petitions filed in the case and may, for sufficient reasons to be shown to the satisfaction of the court, obtain copies of any such documents before the final termination of the case.

A stranger to the case may also obtain, as of course copies of judgements or orders at any time after they have been passed or made.

A stranger to the case has no right to obtain copies or private documents except with the consent of the person by whom they were produced or his successor in interest. He may obtain copies of other documents in which he has an interest including deposition for bonafide use in the courts and case maps at any time after they have been proved as completed.

When an application is made for the copy of any document in a language or character with which none in the copying Establishment is acquainted, arrangement should, if possible, be made for a copy to be made thereof and compared with the original by such person acquainted with aforesaid language or character, as may be forth-coming and in the discretion of the Deputy Collector Incharge, Record Room may be relied upon the purpose.

Note. —The expression 'Case' used in the above rule means and includes any proceeding before Criminal or a Revenue Court."

(Correction slip no. 26, dated the 4th April 1966)

Such copies are to be made on plain paper by the salaried establishment.

336. Copies required by public officer.—No fees are to be demanded or paid for searching for or copying or typing papers required by public officers for public purposes. In such cases the copies are to be made on plain paper by the salaried establishment.

NOTES—(1) Local bodies and managers under the Court of Wards are not to be treated as public officers for the purposes of this rule.

(2) In cases other than summons cases in which the accused is entitled to a copy of the judgment free of cost under section 371(1) of the Criminal Procedure Code, the copy should ordinarily be made by the bench clerk; but when the Subdivisional Magistrate considers that it is not possible for the bench

clerk to do the copying work in particular cases without delay, as required under that section, he is authorised to employ typists or copyists of the copying department to make the copies, they being paid at the same rate and in the same manner as those employed under rule 324. The cost is debitable to "27-Administration of Justice—Criminal Courts—General Establishment—Contingencies, non-contract—copying fees for obtaining copies of documents" (Government of Bihar and Orissa, Judicial Department no. 1163—Bt.-129-29-J.R., dated the 24th June 1930 in Board's file no. 12—23 of 1930).

(3) Applications for copies of judgment or orders of acquittal or discharge in Police Cases made by the prosecuting officers concerned shall be treated as urgent. The same procedure as in Note 2 above shall be followed in issuing copies.

337. Inspection of records.—Nothing in these rules is to be held as interfering with the inspection by parties or their authorised agents of the records of pending cases which they may have a right to inspect; but this must be done under such safeguards as the gazetted officer (including Sub-Deputy Collector) on whose file they are, or the Collector may think necessary against the removal or alteration of documents and the publication of privileged communications.

338. Vernacular rules.—Copies of these rules in the vernacular are to be conspicuously exhibited in district offices.

339. The rules in this section apply also to all offices subordinate to the Board *mutatis mutandis*.

APPENDIX A.

RECORD-ROOM REGISTERS.

FORM NO. 1.

(See rule 143.)

Shelf Register 41 of Records.

Tauzi no.	Name of estate.		
Room no.	Rack no.	Shelf no.	Compartment no.

1. Serial number of entry.
2. Date of filing.
3. Details of record filed.
4. Nature of case.
5. Class of paper.
6. Remarks. (Destruction to be noted here.)

NOTE 1.—Estates will be posted in tauzi number serial order and the estate bundle will be arranged in the same order. In column 4 the nature of the case will be entered, i.e., partition, settlement, etc. The remarks column should show when any papers are destroyed.

NOTE 2.—In districts, where rent suits are tried by Deputy Collectors, the records can be sent monthly to the record-room with duplicate lists in High Court Miscellaneous Form 20(R). The record-keeper's copy of the lists will be bound yearly as in the case of Criminal records, and will take the place of Register 41.

FORM NO. 2.

(See rule 144.)

Register 41A of records of cases not connected with any estate.

1. Class of cases.
2. Serial number.
3. Names of parties.
4. Date of decision.
5. Number of files.
6. Classification (A or B).
7. Date of depositing in the record-room.
8. Signature of the amla depositing the records.
9. Date of receipt by the record-keeper, with his signature.
10. Press.
11. Rack.
12. Shelf.
13. Number of bundles.
14. Due date of destruction.
15. Actual date of destruction, with the signature of the record-keeper.
16. Remarks.

FORM NO. 3.

(See rule 145.)

No. 41B.—Register showing the receipt and disposal of records by the record-keeper.

[illegible]

FORM NO. 4.

(See rule 180.)

Register 41C of receipt and disposal of revenue records.

1. Serial number in this register.
2. Description of cases.
3. Number of case and year.
4. Names of parties.
5. Date of final disposal.
6. Number of files.
7. Where record is placed.
8. Date of receipt by record-keeper.
9. Date of deposit by record-keeper after examination.
10. Date of transfer to sadr with record-keeper's initials.
11. Remarks (note number and date of the letter acknowledging receipt of records).

Column 2—Where rent suits or other cases relating to estates are concerned, the number of estates and the name of the Parganas should be stated here.

FORM NO. 5.

(See rule 149.)

Register 41D of records (English and vernacular) sent out from the record-room.

Serial number.	Court or Department etc., by which the record is required.	Description of record, including collection and file number or tauzi or register B number.	Signature of person to whom the record is made over with date. If sent by post, the number and date of the forwarding memorandum.	Date of return and signature of record-keeper.	REMARKS. (Here enter takid ^s and note all other matters which concern the record between the date in columns 4 and 5.)
1	2	3	4	5	6

FORM NO. 6.

(See rule 155.)

General register 42 of Survey records.

1. Serial number of press.
2. Number of shelf or compartment.
3. Number and name of village.
4. Number of bundle.
5. Village plans.
6. Boundary cases.
7. Remarks.

FORM NO. 7.

(See rule 114.)

Register 57 of all registers to be preserved permanently.

1. Department to which the register refers.
2. Serial number of entry.
3. Name and number of register.
4. Period to which each register refers.
5. Number of volumes.
6. Number of entries in each volume.
7. Date on which sent to record-room.
8. Date of receipt by record-keeper and his signature.
9. Press.
10. Rack.
11. Shelf.
12. Remarks.

NOTE.—Columns 8 to 12 are to be filled up by the record-keeper in the record-room.

FORM NO. 8.

(See rule 114.)

Register 57A of all registers which are to be preserved for more than three years but not permanently.

NOTE.—Class registers are not entered here.

1. Department to which the register refers.
2. Serial number of entry.
3. Name and number of register.
4. Period to which each register refers.
5. Number of volume.
6. Press, rack, shelf.
7. Date on which sent to record-room.
8. Date of receipt by record-keeper and his signature.
9. Year when to be destroyed.
10. Initial of officer sanctioning destruction and date.

FORM NO. 9.

(See rule 8.)

No. 60.—Register of letter received. Year 19 . Department.—

Serial number.	From whom received.	Number of the letter.	Date.	Subject.	Where the letter is placed.	Reminder received.		Number and date of reply or other mode of disposal.	
						Number.	Date.	Number.	Date.
1	2	3	4	5	6	7	8	9	10
1901.									
1st January.	1	Comm-issio-ner.	975	28th Decem-ber 1900.	Confirms the settlement of Jamalpur.	I.—Settlement	1	..	Vernacular pro-ceedings order- ed 10th Janu-ary 1901. Ditto.
	2	Ditto	984	30th Decem-ber 1900.	Confirms batwara of Sibpur ..	II.—Batwara	1
2nd January	3	Board	567A	14th Decem-ber 1900.	Asks explanation of discrepancy in Return no X.	III.—Miscellan- eous.	1	12 23rd Janua- ary 1901.	40 Reply, 4th Feb- ruary 1901.
	4	Comm-issio-ner.	2	1st Janua-ry 1901.	Returns settlement of Jaipur for revision.	I.—Settlement	2	176 1st June 1901	.. Reply, 30th June 1902.
3rd January	5	Ditto	10	2nd Janua-ary 1901.	Communicates Board's sanction to expenditure of Rs. 56 for arranging records.	VII.—Records	2 No reply.
4th January.	6	Ditto	12	Ditto ..	Directs acquisition of land for post office.	IV.—Acquisition of land	1	..	42 Declaration sub- mitted, 20th January 1901.
	7	Ditto	15	Ditto ..	Asks opinion on drafts of bat- wara law.	II.—Batwara	3	86 2nd February, 1901.	.. Reply, 28th February 1901.

N.B.—This Register will be maintained in two volumes. In Volume I all important letters whether from Government, Board of Revenue or other offices and in Volume II all unimportant letters and correspondences of a routine nature, e.g., routine reports and returns, etc., should be entered. Reminder should not be entered as fresh letters, but should be noted in columns 7 and 8 against the respective letters on which reminders are received and title of I collection and number of the file within the collection should be noted in column 6.

FORM NO 10.
(See rule 8.)

No. 61.—*Register of letters issued.* Year 19 . Department—

Serial no.	To whom addressed (Designation and station).	Subject.	Where placed.	Reminders issued.		Reply.		Stamp value.	Remarks.
				No.	Date.	No.	Date.		
1	2	3	4	5	6	7	8	9	10
1927				Takid.				Rs. a. p.	
2nd January.	1	Commissio- ner.	II.—Batwara	2	78	2nd February 1927.	5	20th February 1927.	0 1 0
	2	Ditto	V.—Stamps of stamps.	1	15th January 1927.	..
14th January.	3	Board	III.—Miscel- laneous	3	N.R.	0 1 0
20th January.	4	Commissio- ner.	VI.—Wards	1	Takid. A	Fortnightly (S.R.) 5th February 1927.	..	8th April 1927	0 1 0
			Reports death of Shih Narain Roy and recom- mends that the estate of his minor son, Joy- Narain, aged 8 years, be taken under court of wards.		B	20th February 1927.			
					S.R.	7th March 1927.			
					D.O.	22nd March 1927.			
					Tele.	30th March 1927.			

NOTE 1.—This Register also will be maintained in two volumes. In Volume I all important letters, whether to Government, Board of Revenue or other offices and in Volume II all unimportant letters and correspondences of a routine nature, should be entered.

NOTE 2.—Number and title of collection and number of the file within collection should be noted in column

NOTE 2.—Number and title of collection and number of the file within collection should be noted in column 4.

A.—No.—, dated 1st April 1901 (for 1st reminder).

B.—No.—, dated 15th April 1901 (for second reminder).

S.R. or D.O.—, dated 1st May 1901 (for special or demy-official reminder).
S.R. or D.O.—, dated 10th April 1901 (for second reminder).

Telegram, dated 8th May 1901 (for telegraphic reminder).

FORM NO. 10-A.

INDEX

(See rule 8.)

Index of important letters, circulars, etc., received/issued relating to schemes and other important matters whose progress has to be watched.

Serial no. of the Receipt Register, Volume I. Issue	Subject.

CORRECTION SLIP NO. 29,

The 22nd August, 1966.

Page 106—

Insert the following as a new entry (Form 10-B) below Form no. 10-A at page 106 of the Bihar Records Manual, 1960:—

Form No. 10-B.

Despatch Register

(To be preserved for two years).

Serial no.	Date.	Addressed.	Description of letters or papers.	Value of stamp used.	Remarks.
1	2	3	4	5	6

(Correction Slip no. 29, dated the 22nd August, 1966.)

(See rule 8.)

No. 62—*Index Register of English correspondence, year 19* .

Number and title of collection.	Number of file within collection.	File subject.	Remarks. (See rule 70.)
1	2	3	4

N.B.—Care should be taken to leave ample room under each collection to admit of entering any probable number of files as formed.

(All correspondence which begins with the year will be entered at once in his register as soon as it is begun. When, on the transfer of the records of any year to the record-room, any correspondence is detained among the current records because it is still pending, such correspondence will also be entered in the register or the new year under a new number under rule 69. The register will be divided into parts corresponding with the departments into which the correspondence of the office is classified.)

APPENDIX A.]

FORM No. 13.

(Not to be printed, but kept in manuscript.)

(See rule 261.)

Register 78.—Books, Reports, Returns, etc., issued from the Library.

1. Month.
2. Date.
3. Title of book.
4. Number of copies.
5. Officer to whom lent and his signature.
6. Number and date of each reminder issued.
7. Date of return.
8. Remarks.

FORM No. 14.

(Not to be printed, but kept in manuscript.)

(See rule 247.)

Catalogue of books in the Library.

Group no.		Title of group.		
Title of book and serial number in group.	Number of volumes.	Number of copies in Library.	Almirah or rack no.	Shelf no.
1	2	3	4	5

FORM No. 17A.

(See rule 324A.)

Register of earnings of copyist employed for the preparation of Crown
briefs for the month of 19 .

[illegible]

FORM 19.

APPENDIX A.]

No. 19.

but kept in manuscript.)

146.)

Record-Keeper has to receive records.

April 196 .					May 196 .					June 196 .				
	Date of reminder.		Date of receipt.			Date of reminder.		Date of receipt.			Date of reminder.		Date of receipt.	
	Date of certificate prescribed by rule 147.					Date of certificate prescribed by rule 147.					Date of certificate prescribed by rule 147.			
	Number of records received.					Number of records received.					Number of records received.			
	Number of records, if any, remaining unsheveled at the end of the month.					Number of records, if any, remaining unsheveled at the end of the month.					Number of records, if any, remaining unsheveled at the end of the month.			

October 196 .					November 196 .					December 196 .																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
	Date of reminder					Date of receipt.					Date of certificate prescribed by rule 147.					Number of records received.					Number of records, if any, remaining unshevel at the end of the month.								Date of reminder.					Date of receipt.					Date of certificate prescribed by rule 147.					Number of records received.					Number of records, if any, remaining unshevel at the end of the month.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											

on the date prescribed by the latter.

APPENDIX B.]

FORM No. 21.

(See rule 61.)

Fly-leaf.

19 .

1ST PAGE.]

Office
Collection no.
Serial nos.FILE No.
todepartment
of 19

File subject—

Serial no. in file.	Letters, etc., from whom received or to whom issued.	Number.	Date.	Class of paper.	Remarks.
1	2	3	4	5	6

2ND PAGE.]

Serial no. in file.	Letters, etc., from whom received or to whom issued.	Number.	Date.	Class of paper.	Remarks.
1	2	3	4	5	6

3RD PAGE.]

BLANK.

4TH PAGE.] Reference to previous files of correspondence.

FORM No. 22.

(See rule 114.)

Sample of labels to registers in Register no. 57.

Name—19A. Sales of Khasmahal tenures under section 11, Act VII (B.C.) of 1868, read with Act XI of 1859.

Prescribed by—Appendix D, page 216 of the Sale Law Manual 1936.

To be preserved—Permanently.

FORM No. 23.

(See rule 114).

Samples of labels to register no. 57A.

Name—17. Notices of deposit.

Prescribed by—Section 61 of Act VIII of 1885.

To be preserved—For 3 years.

APPENDIX B.]

FORM No. 24.

(See rule 64.)

Removal slip note for English correspondence.

The paper marked—

1. { File Serial no.....
 { Collection No..... of year.....
 { File No.....

Has been removed to—

2. { Collection No..... of year.....
 { File No.....

3. *Vide* { Dak Book No..... Date.....
 { or
 { Register 61, No..... Date.....
 { or
 { No.
 { Register 41D
 { Year

REMARKS.

FORM No. 25.

(See rule 148.)

Removal slip note for records other than English correspondence.

The papers marked— Has been removed to—

I.	{	Pargana.....	II.	{	Case No.....
		Tauzi No.			Dyrist No.....
		Basta No.....			No.
					Register 41D....
					year.

III. Any other record (to be specified in detail below):—

FORM No. 26.

(See rule 126.)

Combined title-page and fly-leaf.

1ST PAGE.]

DEPARTMENT.....

Case No. of year of Register No.

Estate Pargana Tauzi no.

Petitioner { Opposite party

 Under Act of the year
 Date of Decision. Date of receipt in Record-room.

Serial no.	Description of paper.	Date of filing.	No. of sheets.	Value of stamps.	Class of paper.	Remarks.
1	2	3	4	5	6	7

FORM No. 27.

(See rule 277.)

Form of applications for information.

Number and date of application.	Name and residence of applicant.	Nature of information required.	Ordinary searching fee.	Extra searching fee.	Date and hour (if extra searching fees have been paid) by which information is to be ready.	Signature of officer receiving the application.	Remarks.
1	2	3	4	5	6	7	8

Received from application no. of date for information which will be ready on

Dated

Clerk in-charge.

THE BIHAR RECORDS MANUAL,
APPENDIX B.]

FORM No. 28.

[See rule 277.]

Form of application for copies.

Number and date of application		1	Name, residence and description of applicant.		2	Specification of paper of which the copy is required.		3	Case or proceedings in which such paper is to be found or was filed.		4	Ordinary searching fee deposited in court-fee stamp.		5	Extra searching fee deposited in court-fee stamp. Expedition fee in court-fee stamp.		6	Number of sheets of plain paper filed with application.		7	Court-fee stamps for certified copies.		8	Name of officer or department where the paper in question is to be found.		9	Date and (if extra searching fees have been paid) hour by which copy is to be ready.		10	Name of copyist or typist.		11	Initial of Record-keeper who fills up the preceding column.		12	Signature of officer receiving application.		13	Remarks.		14	15	
--------------------------------	--	---	---	--	---	---	--	---	--	--	---	--	--	---	--	--	---	---	--	---	--	--	---	---	--	---	--	--	----	----------------------------	--	----	---	--	----	---	--	----	----------	--	----	----	--

COUNTDOWN.

Name of applicant.

Date of receipt of application.

Time by which the copy required is to be ready.

FORM No. 29.

(See rule 69.)

Printed slip for pending files.

..... Department.

Subject

.....

File no.

This file is pending and carried over to.....

New file no..... of year

FORM No. 30.

(See rule 82.)

Contents of packet.

Department Branch Year

Collection No. File No. From ... To.....

No.
No.

B papers to be destroyed in 19

Here note in pencil the files removed for reference with the date of removal.
Rub out when returned.

FROM No. 31.

(See rule 78.)

Slip to be pasted on the flap of a file board.

Name of Department

Collection number.....

File number Year

Subject



APPENDIX B.]

FORM No. 32.

[See rule 228(A)(2).]

Notice to take back private documents.

Notice is hereby given to the parties who filed the documents shown in the list below that they will be destroyed unless they are applied for and taken away within one month from the date of this notice :—

Number and date of letter with which filed.	Name of the party from whom the letter was received.	Nature of documents.	Remarks.
1	2	3	4

FORM No. 33.

[See rule 228(B)(2).]

Notice to take back documents contained in vernacular records.

Notice is hereby given to the parties who filed the documents shown in the list below that they will be destroyed unless they are applied for and taken away within one month from the date of this notice :—

Case number.	Nature of case.	Names of parties.	Nature of the documents.	Names of persons filing.	Remarks.
1	2	3	4	5	6

ROUTINE FORMS

FORM No. 34.

(To be kept in office of receipt.)

No.

FROM

THE COMMISSIONER OF
DIVISION

To

THE COLLECTOR/DEPUTY
COMMISSIONER OF

Dated the 19 . . .

OVERDUE RETURN.

For the ending 19 . . .

Return no.

Personal Assistant to Commissioner.

N.B.—The office receiving this reminder should note here the date on which the return has been promised.

To be printed on red paper.
(To be returned to issuing office.)

No.

FROM

THE COLLECTOR/DEPUTY
COMMISSIONER OF

To

THE COMMISSIONER OF
DIVISION

Dated the 19 . . .

RECEIVED AND NOTED.

OVERDUE RETURN NO.

will be submitted by 19 . . .

*Collector.**Deputy Commissioner.*

APPENDIX C.]

FORM No. 35.

(To be kept in office of receipt.)

URGENT REMINDER.

No.

FROM

THE

To

THE

Dated , the 19 .

SIR,

I am directed /have the honour
to draw your very early attention to
this office no. of the
and to request to return
the right-hand portion duly filled
up before the

SUBJECT:—

Yours faithfully,

N.B.—Here note the number and date
and purport of reply sent.

To be printed on red paper.

(To be returned to issuing office.)

No.

FROM

THE

To

THE

Dated , the 19 .

Your no. , dated 19 .

SUBJECT:—

RECEIVED AND NOTED.

REPLY will be submitted by the

19 .

N.B.—Here note explanation of delay, if
necessary.

Yours faithfully,

*To be printed on yellow paper.***FORM No. 36.***Takid.*

(To be kept in office of receipt.)

(To be returned to issuing office.)

No.

No.

COMMISSIONER'S OFFICE, DIVISION.

DEPARTMENT, BRANCH.

FROM

FROM

THE COMMISSIONER OF
DIVISION,

To

To

THE COLLECTOR OF
DEPUTY COMMISSIONER

THE COMMISSIONER OF

Dated , the 19 .

Dated , the 19 .

SIR,

I have the honour to draw your attention to and to state that your return/report noted below should reach this office on or before the due date without fail. If the return/report is not submitted in time, please return the right-hand portion of this slip to me on the date on which it is due with the blanks duly filled up.

Your no. , dated

RECEIVED AND NOTED.

THE return/report will be submitted by the

Yours faithfully,

The delay is due to

Personal Assistant to Commissioner.

SUBJECT :—

Due date—

N.B.—The office receiving this reminder should here note the substance of the reply.

*Collector.**Deputy Commissioner.*

APPENDIX C.]

To be printed on post-card size paper.**FORM No. 37.**

No. _____

Dated 19 ..

SIR,

I have the honour

to intimate that the return noted in the margin

am directed

for the _____ month of _____ is blank.

Yours faithfully,

FORM No. 38.
BOARD OF REVENUE, BIHAR.

MEMO. NO.

An original petition no. _____ Dated the _____ 19 ____ of 19 __, filed on behalf of _____, is forwarded to the Commissioner of the _____ Division for favour of report and submission of all English and vernacular papers of the case under rule 89, Part III, Chapter V, page 102 of the Bihar Practice and Procedure Manual, 1958. All proceedings sent up should be paged and a fly-leaf annexed containing an index in English of the papers it contains. When a vernacular paper is referred to in the English report the page of the proceedings should be specified as well as the title of the paper in question. The papers under reference should be indicated and marked with flags. The _____ 19 ____ has been fixed for the hearing of the case. The records should reach the Board on or before the _____ 19 ____.

2. It will be duty of the Collector to cause the duplicate notice of the date of hearing to be served on the parties at the cost of the appellant, and to return the original notice at an early date direct to the Board's office, with the parties' signature in token of receipt, which should bear the date of actual receipt in every case (*vide* rule 90, *ibid*).

3. The Court sits at _____ A.M. This fact should be stated in the notice.

4. The attention of the Collector should be drawn to the Board's Paragraph 4 is intended for notices in partition cases only. memo. no. 1-22/1, dated the 12th January 1916, regarding the issue of notices to all the parties

concerned in partition cases.

5. The return of the petition is requested.

6. Steps should be taken to represent the Agricultural Income-tax/Sales Tax/Excise Department at the hearing.

By order of the Board of Revenue, Bihar,
 For Secretary.

MEMO. NO.
 COMMISSIONER'S OFFICE.

Copy forwarded to the _____ of _____ with the request that the record of the case referred to may be submitted on or before the _____ 19 ____.

2. The duplicate notice should be served on the parties and service return submitted to the Board of Revenue direct.

Personal Assistant to Commissioner.

THE BIHAR RECORDS MANUAL.
APPENDIX C.]

FORM No. 39.

CASE NO.

OF 19 -19

COMMISSIONER'S COURT.

*Dated**, the*

19 .

PRESENT

Commissioner.

Appeal from the order of the Collector of

Date

in the matter of the

Appellant.

versus

Respondent.

For Appellant

*Pleader.**Revenue Agent.*

For Respondent

*Pleader.**Revenue Agent.*

DECISION.

FORM. No. 40.

MEMO NO.

COMMISSIONER'S OFFICE.

The

19 .

Copy with records forwarded to the Collector of
for information and guidance, with reference to his letter no.
dated

2. An acknowledgment of the receipt of the record is requested.

Personal Asstt. to Commissioner.

MEMO. OF ACKNOWLEDGMENT.

RECEIVED the record forwarded with memo. no. , dated

the
of

19, from the Commissioner

DATED

19 .

}

*Signature of officer,**Designation.*

APPENDIX C.]

*Notice fixing the date of hearing.**To be printed on post-card size paper.*

FORM No. 41.

IN THE COURT OF THE COMMISSIONER OF THE DIVISION
Personal Assistant to the Commissioner.

कचहरी कमिशनरी	डिवीजन	-१६
मोकदमा	नम्बर	सन् १६
		अपीलान्ट
		सायल
बनाम		रेस्पान्डेन्ट
		मसीउल

नोटिस बनाम

मोकदमा मजकूर उल सदर दाएर होकर तारीख तजवीज का १६
 मोकदम हुआ है लैहाजा नोटिस दिया जाता है कि तारीख मजकूर को हाजिर होकर
 परबी करो ता० माह सन् १६

IN THE COURT OF THE COMMISSIONER OF THE DIVISION.
Personal Assistant to the Commissioner.

काहारी कमिशनरी	डिभिजन,	
मोकदमा	नं०	१७
		आपिलान्ट
		दरखास्तकारी
बनाम		रेस्पण्डेन्ट
		प्रतिपक्ष

नोटिस बनाम

येहेतु उपरोक्त मोकदमार बिचारें दिन आगामी तां १७
 तामाके
 धार्य हईयाछे, अतएव अत्र नोटिस द्वारा—संवाद देओया याइतेछे
 तामादिगके

तूमि
 ये उक्त तारिखे — अत्र आदालते उपस्थित हईया मोकदमार उदबिरादि
 तामरा

करिबे। इति सन १७ साल तां

FORM No. 42.

REMINDERS ISSUED—

No. , dated

1st no. , date

2nd no. , date

3rd no. , date

SIR,

ENCLOSURES—

THE BIHAR RECORDS MANUAL.
APPENDIX C.]

FORM No. 43.

(To be kept in office of receipt.)	<i>To be printed on yellow paper.</i> (To be returned to issuing office)
No.	No.
FROM	
THE COMMISSIONER OF THE	FROM
	THE SECRETARY TO THE GOVERNMENT OF BIHAR,
	BOARD OF REVENUE, BIHAR,
To	
THE SECRETARY TO THE GOVERNMENT OF BIHAR, BOARD OF REVENUE, BIHAR.	To
DEPARTMENT.	THE COMMISSIONER OF
Dated, the 19	Dated, the 19
SIR,	
I have the honour to invite your attention to my letter/ memo. no., dated the regarding	Your no., dated 19
and to enquire what orders, if any, have been passed by Govern- ment/the Board on it.	REPLY.
Yours faithfully,	Yours faithfully,
Commissioner.	Secretary.

FORM No. 44.

D. O. reminder form

COMMISSIONER'S OFFICE,

The

19 .

DEAR SIR,

I am desired by the Commissioner to draw your personal attention to this office letter/memo. no. , dated the , regarding

Reminders have already been sent to you, and I am to ask when a reply may be expected.

Yours faithfully,

Personal Assistant to Commissioner.

APPENDIX C.]

*To be printed on slip of paper.***FORM No. 45.****PAPER****UNDER****DISPOSAL.**

NOTE.—The 1st reminder is printed on white paper and the 2nd reminder on green paper,

FORM No. 46.*To be printed on post-card size paper***REMINDER.**

No.

Dated.....19 .

SUBJECT.—

The undersigned has the honour/is directed to draw the attention
 of _____ to this office no.
 of _____ on the subject noted above and to request an
 early reply thereto.

(Designation.)

FORM No. 47.

[See rule 195(b).]

(Form of letter to accompany records.)

FROM _____ No. _____
 To _____

Dated _____, the _____ 19 .

SIR,

I have the honour to forward/return herewith by parcel post the original record of the case noted on the margin called for in/ received with your no. _____, dated the _____ 19 .

Yours faithfully,

[See rule 195(d).]

(Memorandum of acknowledgment.)

RECEIVED the record forwarded with letter no. _____, dated the _____ 19 , from the _____ of _____

Signature and Designation of Receiving Officer.

Dated _____, the _____ 19 .

APPENDIX C.]

FORM No. 48.

[See rule 195 (c)].

(Form of letter advising the despatch of records.)

No.

FROM

To

Dated , the 19 .

SIR,

I have the honour to advise the despatch this day by parcel post to your address of the original record of the case noted on the margin called for in/ received with your no. , dated the

19 . The parcel bears the number and date of the letter enclosed therein, viz., no. , dated the

19 . The return, duly signed, of the form of acknowledgment annexed to the forwarding letter above quoted is requested.

Yours faithfully,

FORM No. 49.*Board's Flags A to Z.*

FORM No. 50.*(See rule 79.)**Blank File-boards.*

APPENDIX D.]

CLASSIFIED LIST OF VERNACULAR RECORDS.

CLASS A.

(To be left unmarked.)

TO BE KEPT PERMANENT.

I. The cases or proceedings enumerated below :—

(1) All petitions, excepting those for sales under Regulation VIII of 1819, which are struck off on payment on the zamindar's demand, and also excepting those which have no bearing on the decision of the case, such as petitions for adjournment, etc., which should be placed under Class C.

(2) Complaints and pleadings.

(3) All lists of exhibits, and all receipts for returned exhibits.

(4) All measurement, allotment, or assessment papers.

(5) All maps.

(6) The autographic abstract of the evidence.

(7) The final judgment and decision or order.

(8) The combined title-page and fly-leaf in which A papers are referred to.

(9) The papers in the following cases and proceedings, or in appeals connected therewith, excepting those which are struck off in default, which are to be preserved for two years only :—

(a) Settlements.

(b) Partitions or Batwara (with the exception of all papers), which are not of permanent importance such as *jamabadi* papers, rough *takhtabandis*, rough *raibandis*, reports of Amins (save those of delivery of possession) and petitions for adjournment. These should be preserved for six years after the final disposal.

The Batwara estimates prepared under section 37 of the Partition Act should be preserved for six years after the conclusion of the partition proceedings or until the accounts relating to them have been audited, whichever may be the longer.

(c) All proceedings (*excepting Notices of Deposit*) under the Rent Laws and Tenancy Acts, amended up to date.

- (d) Applications for Separate Accounts and Common Registry excepting those applications which are rejected, which last are to be preserved for two years,—to make Deposits or for Special Registry under the Sale Laws.
- (e) Government suits.
- (f) Resumption.
- (g) Sales of all kinds.
- (h) Separate account cases, when batwara has taken place or the present estate has been sold, need no longer be retained.
- (i) Claims to compensation for lands taken up for public purposes.
- (j) The security bonds should be retained permanently, or until it is certain that there is no necessity for keeping them any longer.

II. The following returns:—

No. XLI.—The Annual Administration Return in the Land Revenue Department.

III. Records in certificate cases—

- (a) Cases connected with land revenue or the recovery of rents in Wards Estates in which an objection has been preferred or a civil suit instituted. "To be destroyed after 12 years unless a suit is pending, subject to notice being given to the parties in the case of a sale of immovable property having been finally confirmed. In the Santal Parganas the period should be 12 years or the completion of the next settlement, if less."
- (b) Other cases in which an objection has been preferred and disallowed or a civil suit instituted. After 12 years.
- (c) All other cases including cases in which an objection has been allowed and no civil suit to contest the certificate instituted. }

When they relate to the sale of immovable property.	After 12 years.
When they do not so relate.	After 2 years.

*IV. Rules for the classification and preservation of the records of cases under the Chota Nagpur Tenancy Act dealt with in the course of ordinary district administration. Cases dealt with in

*The onus of classification of cases rests with the trying court. It would save considerable amount of time and ensure better classification if the trying Deputy collector marks the case on the order sheet when he disposes of it.

APPENDIX D.]

the course of settlement operations will be classified in accordance with the rules laid down in rule 526, Chapter XXXI of the Bihar Survey and Settlement Manual, 1959.

The records of cases are divided into two parts :—

Part I—Original suits and cases.

Part II—Execution cases and appeals.

PART I.

The records of Part I cases fall into two classes :—

Class I.

- (a) All suits for enhancement and reduction of rent.
- (b) Commutation of rent.
- (c) Suits between landlord and tenant to determine the rent for alteration of area and reclamation of waste land, and applications to determine the incidence of the tenancy.
- (d) Improvements.
- (e) Acquisition of land.
- (f) Relinquishment.
- (g) Ejectment.
- (h) All suits for arrears of rent in which there is a definite issue and decision as to the rate at which rent is payable or as to the right to enhance or vary the rent or as to the status of the tenant, or as to the title of the tenant in the land in suit or as to the title of the plaintiff or of some third party to receive the rent.
- (i) Determination of proprietor's private lands.
- (j) Annulment of incumbrances.

Class II.

- (1) Suits and cases other than those falling under class I.
- (2) Every record under class I shall consist of 4 files. File A, File B, Files C and D and every record under class II of three files to be styled and marked, respectively, File B File C and File D.
- (3) File A shall contain :—

<ol style="list-style-type: none"> (a) Title-page (b) Table of contents (c) The order sheet 	}	combined.
--	---	-----------

- (d) The plaint or application together with any schedule annexed thereto.
- (e) The written statement of the defendant or the counter-petition.
- (f) Memorandum of the issues.
- (g) Award of arbitrators or petition of compromise if given effect to in the decree, also the return or report and the map or field-book (if any) of a Commissioner in matters relating to immovable property if referred to or given effect to in the decree, but not any portion of the evidence taken by such Commissioner; also in the case of a minor or lunatic, any order of the court sanctioning a compromise as beneficial to the minor or lunatic.
- (h) The order (if any) for accounts or inquiry or for partition, with the directions given and the judgment upon which such order is founded.
- (i) The judgment.
- (j) The final decree.
- (k) The copy of the judgment and decree of the appellate court or courts (if any).

A files shall be preserved permanently.

NOTE.—In rent commutation cases under section 61 of the Chota Nagpur Tenancy Act, a file shall contain:—

1. Title-page—table of contents.
2. Order sheet.
3. Application for commutation of rent.
4. Written statement of the defendant.
5. Local Inspection report.
6. Crop-cutting reports and statements.
7. Statement prepared from landlord's village papers showing average collections.
8. Statement of average existing cash rents in the vicinity.
9. Map showing classification of lands.
10. Petitions of compromise and award of arbitrator, if any.
11. Decision.
12. Rent schedule.

(4) File B shall contain:—

(a) In cases falling under class I—

- | | |
|------------------------|-------------|
| (1) Title-page | } combined. |
| (2) Table of contents. | |

APPENDIX D.]

- (3) All the oral evidence, on which the subject-matter of the suit or case is decided.
- (4) Lists of documents admitted in evidence.
- (5) All petitions and papers, including those relating to proceedings incidental to the suits not specified as included in Files A, C and D.
- (b) In cases falling under class II—
 - (1) Table of contents.
 - (2) All papers other than those specified in rules 5 and 6 below.

B files shall be destroyed after 12 years.

Exception.—When a case under class II is dismissed owing to the absence of both the parties without any adjudication all the papers relating to the case will be treated as "C" class and will be destroyed at the end of two years from the date of disposal.

- (5) File C shall contain :—

- (1) Table of contents.
- (2) All summonses, processes, returns thereto, lists of witnesses' petitions relating to the attendance of witnesses or adjournments, rubkaries calling for or sending papers or records and affidavits relating to matters mentioned in this rule.

File C shall be destroyed at the end of two years.

Exception.—When a case has been decided *ex parte*, all the papers of the C files of the case will be treated as B class and will be destroyed after 12 years from the date of the decree.

- (6) File D shall contain the exhibits and other documents belonging to private parties filed in the case, together with the list or subsidiary paper with which each such document was filed.

The papers in packet D will be disposed of in accordance with the rules laid down in Chapter V.

PART II.

- (7) The records of Part II cases are to be classed and preserved as follows :—

- (a) Proceedings on an application to execute a decree.

[NOTE.—Under the law all such proceedings are proceedings in the suit and they must be entitled as such; but for the purpose of arrangement and ultimate disposal of the record each application for execution shall be treated as a separate case, the record of which shall include the papers on all matters connected with the execution from the date on which the application was presented until it is finally disposed of, excepting only proceedings under order 21, rule 99 1st Schedule of the Civil Procedure Code (Act V of 1908) which are suits and come under Part I, class I (a) or (b).]

(1) Every record under paragraph 7(a) shall, except in cases specified in the following rule, consist of one file to be styled and marked File B, which shall contain all the papers relating to the case.

(2) If the application is to execute a decree in a suit included in Part I, class I(a) or (b) and a question is determined as to the construction of the decree, or its effect as regards all or any of the parties thereto or if possession is given of immovable property in pursuance of the decree, the record shall, as soon as the application is finally disposed of, be divided into two files to be styled and marked, respectively, File A and File B.

In that case File A shall contain :—

- | | | |
|---|---|-----------|
| (i) Title-page | } | combined. |
| (ii) Table of contents | | |
| (iii) The application for execution. | | |
| (iv) The order sheet. | | |
| (v) The petition raising any question as to the construction or effect of the decree, and any counter-petition. | | |

When a question as to the construction, effect or scope of the decree is raised and determined.	{	(vi) The judgment of the Court on such question.
		(vii) The copy of the judgment of the appellate Court or Courts, if any.

When possession of immovable property is given in pursuance of the decree	(viii) The Nazir's return of delivery of possession.
---	--

File B shall contain all other papers, except exhibits and other documents filed by private parties which will form a file D.

(b) The records of the Appellate Court shall be arranged in the same way as that if the Court of Original Jurisdiction except that there shall be no C file, the papers which would belong to the C file being attached to the B file.

N.B.—The file shall be marked A, B or C, as in the court of first instance, according to the nature of the suit or case.

(8) The suits or cases mentioned in Parts I and II above shall be classed as C files when they are struck off in default.

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(9) To each file of every record there shall be prefixed a title-page as in Civil Cases under the High Court Rules.

(10) The title-pages shall be of different colours—

- the colour for the A file being white,
- the colour for the B file being red,
- the colour for the C file being yellow,
- the colour for the D file being green.

V. Records of mutation cases under Bengal Act VII of 1876 should be treated in two classes according as the applications are disallowed or allowed. Subject in either instance to the existing practice regarding the destruction of C papers a record relating to an application coming within the first class should be destroyed on the expiry of two years from the date of the order rejecting such application, and a record coming within the second of these two classes should be treated thus :—

- (a) If it relates to a temporarily-settled estate, the record should be preserved until 12 years have expired from the date a fresh settlement is made, and the registers are revised or rewritten in accordance therewith.
- (b) If it relates to a permanently-settled estate, or to a revenue-free property the record should be preserved for 25 years after the date of their decision.

VI. The following miscellaneous papers :—

- (a) Reports of the destruction of records, and lists of papers destroyed.
- (b) Assessment papers.
- (c) *Kabuliyats*, etc., of all estates managed by the Collector, whether belonging to Government or to private individuals.
- (d) "*Kharcha hisabs*" of estates, the property of individuals under khas tahsil.
- (e) General powers of attorney.
- (f) *Vakalatnamas* and *Mukhtarnamas*, when the records in which they are filed, are to be preserved permanently.

VII. Of Survey Records* lodged in Collector's offices, the following should be carefully preserved :—

- (1) Professional survey volumes.

*NOTE—Settlement records will be dealt with as laid down in Chapter XXXI of the Bihar Survey and Settlement Manual, 1959.

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- (2) Maps of all kinds prepared by Superintendents of Survey or Revenue Surveyors, with the measurement papers and field-books appertaining thereto.
- (3) Mauzawar and Mahalwar registers, English and vernacular.
- (4) Records connected with boundary disputes and excess or untraceable mahals should be treated similarly to the records of suits, etc., etc., under Tenancy Acts according to the rules laid down above.
- (5) Combined title-page and fly-leaves in which A papers are referred to.
- (6) Records of all other cases of a miscellaneous nature should be treated as papers under class C.

VIII. Records of cases under the Bihar Tenancy Act VIII of 1885 :—

1. Section 12—Notice of transfer of tenures As "B" papers
2. Sections 13 and 15 —Notices of transfer of tenures. As "B" papers.
3. Section, 18—Notices of transfer of tenures As "B" papers
4. The following should be treated as 'A' papers and preserved permanently:—
 - (1) Title-page—table of contents
 - (2) Order sheet.
 - (3) Application for commutation of rent.
 - (4) Written statement of the defendant.
 - (5) Local inspection report.
 - (6) Crop-cutting reports and statements
 - (7) Statement prepared from landlord's village papers showing average collections.
 - (8) Statement of average existing cash rents in the vicinity.
 - (9) Map showing classification of lands
 - (10) Petitions of compromise and award of arbtrator, if any.
 - (11) Decision
 - (12) Rent Schedule.

Any other papers should be treated as "B" papers and preserved for 12 years or until next settlement under Chapter X of the Bihar Tenancy Act whichever period be longer.

5. Sections 69 and 70—Appraisalment or division of crops. Should be kept for 12 years (i.e., classed as "B") or until next settlement under Chapter X of the Bihar Tenancy Act, whichever period be longer.
6. Section 80—Registration of landlord's improvement. As "A" papers.

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- | | |
|--|--|
| 7 Sections 81(2), 78(a) and (b)—Application for recording evidence of improvements and of right to make improvement. | As "A" papers. |
| 8. Section 87—Abandonment of holding | Should be kept for 12 years (i.e. classed as "B") or until next settlement under Chapter X of the Bihar Tenancy Act, whichever period be longer. |
| 9. Sections 101(2) (a) and 103—Record-of-rights. | As "A" papers. |
| 10. Section 103 A | To be destroyed after the completion of the next revisional operations. |
| 11 Section 118—Determination of proprietor's private land | As "A" papers. |
| 12. Section 167—Annulment of incumbrances | As "A" papers |
| 13. Section 58—Proceedings against <i>maliks</i> for not granting <i>pucca</i> receipts. | As "B" papers. |
| 14. Rejected applications | As "C" papers. |
| 15. Records-of-rights and maps prepared in course of settlements under section 101 of the Bihar Tenancy Act, 1885, must be preserved at least till the second succeeding revision settlement. No records-of-rights should, however, in any case be destroyed without the special leave of the Board, due differentiation being made between the records-of-rights proper, and the various subsidiary records, handed over by the Settlement Officers, at the conclusion of the operations. | |

NOTE.—The instruction in rule (15) apply also to the records-of-rights prepared under sections 80, 106, 119 and 127(1) of the Chota Nagpur Tenancy Act, 1908.

IX. The following records appertaining to the Cess Department :—

(a) *Returns and Reports.*

1. Annual statements of demands, collections and arrears of Local Cess on lands and mines.
2. Annual Reports.
3. Statistical tables and memoranda for their preparation.

(b) *Correspondence.*

1. English correspondence with the exception of letters of mere form.
2. General powers-of-attorney.
3. All documents filed with their lists and acknowledgment or their return.

4. Final orders in cases of objection.
 5. All records containing important decisions specially selected by the Cess Deputy Collector relating to valuation and assessment of cess on mines, forests, etc., under Chapter V of the Cess Act.
- X. The following paper appertaining to the Excise Department :—
132. Yearly return of Excise revenue.
- XI. Records of cases under the Land Improvement Loans Act, XIX of 1883, and the Agriculturists' Loans Act, XII of 1884, should be preserved (i) in the case of rejected applications, for one year from the date of disposal, (ii) in the case of accepted applications, for two years from the date of repayment.

CLASS B.

(To be marked with the letter B.)

TO BE KEPT IN THE RECORD-ROOM FOR TWELVE YEARS
AND THEN DESTROYED.

(No document described in rules 227 to 229 shall be placed in this class.)

- I. Out of papers enumerated under head I, Class A, the following cases :—
 - (a) Notices of and applications for Deposit under the Rent Laws.
 - (b) Execution of Government Decrees.
 - (c) Recovery of Stamps in Pauper Suits.
 - (d) Applications for Waste Lands.
 - (e) Claims to Money in Deposit.
 - (f) Combined Title-page and fly-leaves in which B papers are referred to.
- II. The following applications :—
 - (a) From khasmahal tenants for lands, if the applications have been granted.
 - (b) For payment of malikana.
 - (c) For a certificate to obtain malikana, which certificate has been struck off.

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III. Records of cases in which certificates of domicile are granted or refused.

IV. The following records appertaining to the Cess Department:—

(a) *Returns and Reports.*

1. Annual budgets and establishment returns.*
2. Quarterly and kistwar returns.
3. Cess returns received from zamindars, tenure-holders and rent-free landholders.
4. Returns of serving officers.
5. Valuation statements.
6. Valuation Rolls.

(b) *Correspondence.*

1. All petitions of objection.
2. Deposition of witnesses.
3. Important kaifiyats from parties reconciling discrepancies.
4. Special powers of attorney.
5. Acknowledgment receipts of registered covers issued under clause 2 of section 96.
6. All records (including appellate records) of annual valuation of mines, forests, etc., under Chapter V of the Cess Act excepting specially important decisions, which will be classified as "A" papers.

Paper to be destroyed after the next revaluation is given effect to.

V. The following papers appertaining to the Excise Department:—

123. Form of proceedings to be drawn up in case of punishment of Excise offices.
125. Detailed list of licenses proposed to be settled in a year.
126. Abstract list of licenses.
143. Yearly return of charges in the Excise Department.
145. Yearly return of import, export, transport and consump-

tion of *Ganja*
Bhang

*The annual budgets are to be destroyed after five years and establishment returns after 35 years.

146. Return showing the stores in the Excise Department during the quinquennial period.

148. Report on inspection of the Excise office.

149. Report on inspection of a distillery.

150. Report on inspection of a spirit warehouse.

Ganja

155. Inspection report on ———— warehouse.

Bhang

157. Security bond for the use of Excise officer.

158. General bond for the import, export and transport of excisable articles without payment of duty.

XIV. Report in cases of opium smuggling.

27. License for the wholesale sale of country spirit in contract areas.

28. License to manufacture country spirit in a private distillery issued to the grantee of an exclusive privilege under section 22 of the Bihar and Orissa Excise Act, 1915.

29. License to manufacture country spirit in Government premises issued to the grantee of an exclusive privilege under section 22 of the Bihar and Orissa Excise Act, 1915.

40. License for exclusive manufacture, storage and sale of *bhang* in the districts of Monghyr, Bhagalpur and Purnea.

45. Grant of exclusive privilege of manufacture and supply by wholesale of *bhang*.

E.I.B. 5. Finger impression slip.

Stamped receipts given by the liquor contractors for the cost price of liquor monthly paid to them.

CLASS C.

(To be marked with the letter C.)

TO BE KEPT IN THE RECORD-ROOM FOR TWO FULL YEARS AND THEN DESTROYED.

(No document described in rules 227 to 229 shall be placed in this class.)

All papers of every description not enumerated above—whether Registers, Returns, Cases or Parts of Cases, or Miscellaneous—are to be kept for two full years in the record-room and then destroyed:—

I. Combined Title-page and fly-leaves in which C papers only are referred to.

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II. Application for exemption of estates from sale for arrear of revenue whether refused or granted.

III. Papers in the following cases :—

- (a) All security cases of ministerial officers who are dead and no longer in service, provided no claim is outstanding.
- (b) Rejected applications from khas mahal tenants for lands.
- (c) Cancelled certificates to Revenue Agents.
- (d) Cancelled licenses to stamp vendors.

IV. The following records appertaining to the Cess Department :—

- (a) Miscellaneous applications and papers.
- (b) Letters of mere form.
- (c) Records of cases relating to annual valuation of cess of mines, forests, etc., under Chapter V of the Cess Act, in which no valuation or assessment was made.

V. The following papers appertaining to the Excise Department :—

- 1. License for the wholesale vend of foreign liquor.
- 2. License for the retail vend of foreign liquor for consumption off or on the premises.
- 3. License for the retail vend of foreign liquor for consumption "on and off" the premises.
- 4. License for the sale of foreign liquor on board steamers and other vessels.
- 5. License for the retail vend of foreign liquor in a railway refreshment room.
- 6. License for the retail vend of foreign liquor in a railway dining car.
- 7. License for the retail vend of foreign liquor in a dak bungalow.
- 8. Hotel license.
- 9. Restaurant license.
- 10. Bar license.
- 11. Bar license for theatres or other places of public resort and entertainment.
- 12. Late-closing license.
- 13. License for the sale of medicated wines by druggists and chemists.
- 14. License for the retail vend of rectified spirit by chemists and druggists.

15. Permit to obtain rectified spirit manufactured in India for manufacture of medicines.
16. License for the manufacture of perfumes and toilet preparations.
17. Permit to obtain rectified spirit manufactured in India without payment of duty for industrial purposes.
18. License to construct and work a brewery.
19. License for compounding and blending foreign liquor.
20. License for bottling portable foreign liquor.
21. License for the retail vend of foreign liquor at a military canteen established under the canteen tenant system.
22. License for the wholesale sale of denatured spirits.
23. License for the retail sale of denatured spirits.
24. License for the use or for storage of denatured spirits.
25. License for the manufacture of denatured spirit and issue of the same duty free.
26. License for the retail vend of country spirit supplied from a contract warehouse.
30. License for the manufacture and sale by retail of country spirit in outstills.
31. License for the sale of unfermented *tari*.
32. License for the retail sale of fermented *tari*.
33. License for the manufacture of *tari*.
34. License for the retail sale of *pachwai*.
35. License for the home-brewing of *pachwai* for domestic consumption.
36. Special license for the manufacture of *pachwai* at home for private consumption.
37. License for the retail sale of *ganja*.
38. License to sale by wholesale *bhong* stored in a licensed warehouse.
39. License for the retail sale of *bhong*.
43. License for the sale of cocaine by druggists and chemists.
44. *Parwana* to a village headman to collect fees for home-brewing of *pachwai*.
46. Pass for the ^{export}—of liquor under bond.
transport

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47. Pass for renewal of denatured spirit from a distillery or warehouse.
48. Application for pass to remove denatured spirit.
49. Pass for the $\frac{\text{import}}{\text{export}}$ of excisable articles (other than spirit $\frac{\text{transport}}{\text{general}}$ under a $\frac{\text{special}}{\text{export}}$ bond.
50. Pass for the $\frac{\text{transport}}$ of a non-dutiable or a duty free excisable article (or on which full duty has been paid).
51. Transport pass book for country spirit, *ganja* and *bhang*.
52. Pass for the issue of rectified spirit duty free.
53. Permit for possession of confiscated articles.
54. Pass for the transport of country spirit from a manufacturing outstill to a branch shop.
55. *Tari* carriers' pass.
56. Permit for the possession of an excisable article in excess of the retail limit and purchased from a licensed shop.
57. *Ganja* import pass.
58. Permit for the importation of *charas*.
59. Pass for the import of cocaine.
60. Permit for the possession of more than $\frac{20 \text{ grains}}{1 \text{ dram}}$ of cocaine, novocaine, etc., by managers of hospitals and charitable dispensaries not under Government supervision.
61. Permit for the transport of cocaine, novocaine, etc.
62. Permit for the import of cocaine from outside British India, etc.
78. Daily account showing the quantity of beer manufactured, cleared and kept in store and of duty levied in a brewery.
118. Diary of Excise officers.
119. Statement showing the work done by Excise Inspectors' officers.
120. Monthly statement to be submitted by the Excise Deputy Collectors to Commissioner of Excise.

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- 121. Monthly statement of consumption of contract country spirit, opium and *ganja*.
 - 122. Statement of confiscated cocaine.
 - 124. List of licenses proposed to be granted for the retail sale of foreign or country spirit for consumption on the vendor's premises for ensuing period of settlement.
 - 127. Sale notification.
 - 128. Statement showing the result of settlement of Excise licenses.
 - 129. Statement showing the progress in the settlement of Excise licenses.
 - 130. Promissory note.
 - 131. Receipt for license fees for Excise shops.
 - 132. Statement showing the non-payment of license fees.
 - 133. Distress warrants.
 - 134. Application for remission of irrecoverable Excise revenue.
 - 138. List of articles found on search.
 - 139. Application for reward in cases under the Excise Act.
 - 140. Defect report of articles of clothing.
 - 141. Indent for uniform for the inferior establishment.
 - 142. Quarterly return of Excise revenue.
 - 147. Statement showing the allotment, expenditure and saving on account of non-contract contingencies.
 - 151. Statement showing the result of stock-taking of country spirit.
 - 152. Report on inspection of outstills.
 - 156. Statement showing the result of annual stock-taking of *ganja*.

hang
 - 159. Indenture for mortgages of distillery premises, stills, etc., for manufacture of spirit*.
 - E. I. B. 6. Search slip.
 - „ 7. Primary and secondary classification.
 - „ 8. Objection memo. to finger impression slip.
 - „ 9. Death report of a convict, etc.
 - Stamped receipts given for refund of Excise revenue.
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*To be kept until three years after the manufacture has ceased.

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- I. License for the retail sale of opium.
- III. License for the retail sale of poppy-heads.
- V. Druggists' permit.
- VI. Opium export pass.
- VI(a). Transport pass book for Excise opium.
- IX. Annual indent for opium.
- X. Advice of despatch of opium.
- XI. Receipt for *abkari* opium.
- XV. Application for special rewards in case under the Opium Act.
- XVI. Warrant.
- XVII. Permit for possession of opium produced out of India, etc.
- XVIII. Permit for the import of opium, etc., from outside British India.
 - A. Pass for the import of morphia drugs.
 - B. Transport pass for morphia drugs.
 - C. License for the manufacture, possession and sale of morphia drugs by a dealer.
 - D. License for the manufacture, possession and sale on prescription of morphia drugs by a chemist.
 - E. Authorization of an approved practitioner in charge of hospitals or dispensaries to possess, import or transport morphia drugs.

Records of serious irregularities reported against shops.

Case records showing action taken in connection with the conduct of the case, payment of rewards and disposal of confiscated articles.

REGULATION FOR THE SAFE CUSTODY, PRESERVATION, INSPECTION AND PRODUCTION OF THE ELECTION PAPERS.

Rules and regulations for the safe custody, preservation, inspection and production of election papers are embodied in (a) Parts VI and VII of the Bihar Legislative Assembly Electoral (Rolls) Rules, 1936, (b) Part IX of the Bihar Legislative Assembly Electoral (Elections and Election Petitions) Rules, 1936, (c) Part VI of the Bihar Legislative Council Electoral (Rolls) Rules, 1936, (d) Part VII of the Bihar Legislative Council Electoral (Election and Election Petitions) Rules, 1936, (e) Government notifications nos. 846-Elec. and 909-Elec., both dated the 5th February 1937 (*Pages 117-118, 191-192, 232, 284-285 and 315-317 of the Bihar Election Manual, 1938, Vol. I*).

Classification and preservation of records of the Department of Commercial Taxes.

1. Records of the current year and those of the preceding three years shall be retained in the offices of the Assistant Superintendent of Commercial Taxes, incharge sub-circle, Superintendent of Commercial Taxes or Assistant Commissioner of Commercial Taxes, as the case may be. At the beginning of each year those records which are more than three years old shall be transferred to the record-room.

NOTE.—Where a Superintendent of Commercial Taxes has his own record-room, that shall be considered as the record-room of all sub-circle officers under him, as also of the Assistant Commissioner of Commercial Taxes, if any, whose office is situated at the same place. In other cases, the record-room of the Collectorate to the district (including Saharsa and Dhanbad) in which the Superintendent's or Assistant Commissioner's office is situated shall be deemed to be also the record-room of the Department of Commercial Taxes. Records of sub-circle offices shall be transferred to the Collectorate record-room through the Superintendent concerned.

2. The various classes of records, registers and ordinary correspondence shall be preserved as follows :—

- (1) *Assessment records.*—Records of assessment under all taxation statutes administered by the Department of Commercial Taxes, other than the Bihar Agricultural Income-tax Act, 1938/1948, in which no appeals have been preferred, shall be retained for 5 years, that is, two years after they are deposited in the record-room. Other assessment records (including all records under the Bihar Agricultural Income-tax Act) shall be retained for 12 years, that is, 9 years after they are deposited in the record-room. When an assessment in 6th or 13th year, as the case may be, is made, the papers concerning the first year in the record-room shall be removed and destroyed. The date of destruction shall be entered under the initials of the Superintendent (or the Assistant Commissioner, in the case of records deposited in the Collectorate record-room) or any other gazetted officer on the cover of each of these records. The depreciation record which is kept in the assessment record under the Bihar Agricultural Income-tax Act shall be retained permanently.

NOTE.—For the purpose of this rule, monthly or quarterly assessment records relating to all the twelve months or the four quarters of a financial year shall be treated as the records of the one and the same year.

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(2) *Returns of income or turnover.*—Returns shall be kept in assessment record. Those relating to the Bihar Agricultural Income-tax Act should be placed in bundles while those relating to other Acts should be arranged under the relevant order sheet. Returns under the Bihar Agricultural Income-tax Act shall be destroyed after five years except in the case of returns of companies of which the returns, together with the balance sheets, may be preserved for 12 years. Returns under other Acts shall be similarly destroyed after 5 years except in the case of dealers under the Bihar Sales Tax Act having annual taxable turnover of Rupees two lacs or quarterly taxable of Rupees fifty thousand or more. These returns together shall be kept for 12 years.

(3) *Appellate records.*—Records of appeals, revision and review decided by Assistant Commissioners, Deputy Commissioners and Commissioners shall be retained for five years.

NOTE.—Records of appeals and revision decided by the Commissioner of Commercial Taxes and Deputy Commissioners of Commercial Taxes shall be preserved in the office of the Commissioner of Commercial Taxes.

(4) *Records of references made to the High Court.*—Records relating to references sent up to the High Court should be retained for a period of twelve years from the end of the year in which the High Court has passed orders. In a case in which reference to the High Court has been refused, the records should, however, be retained for a period of five years only from the end of the year in which the order is passed. In special cases, these records may be preserved for longer periods with the approval of the Commissioner of Commercial Taxes.

(5) *Records of registration.*—Records of registration of assesseees under the different Act shall be retained for so long as an assessee continues to remain registered, and thereafter, after de-registration of the assessee, for another twelve years.

(6) *Miscellaneous records.*—The records shall be retained for two years counting from the last day of the year to which they relate.

(7) *Registers and ordinary correspondence.*—The procedure laid down in this manual may be followed.

Classification and preservation of disposed of records, registers, etc., under the Workmen's Compensation Act, 1923.

I. Case records.

All records and papers dealing with accounts and disbursements and containing the final decision or orders in cases under the Workmen's Compensation Act should be preserved for 30 years.

II. The following registers and books connected with the Workmen's Compensation Act should be preserved for twenty years :—

- (1) General register of applications.
- (2) Register of deposits.
- (3) Register of agreements.
- (4) Pass books or any other books maintained under rule 10 of the Workmen's Compensation Rules, 1924.

III. The other papers (returns, audit reports, etc.) which are not of much importance should be treated as "B" class and preserved for twelve years only.

Classification and preservation of papers relating to the punitive tax, i. e., the extra on special Police as indicated in Appendix 63(v) (10) of Police Manual, Volume III.

The additional Police papers in the Collectorates are to be treated as "B" class provided that those dealing with exemptions are transferred to the offices of the Superintendents of Police concerned before the other papers are destroyed after a period of twelve years.

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Classification, preservation and destruction of Registers.

[Vide rule 114.]

Serial no.	No. of forms in Schedule XXV.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		ACCOUNTS BRANCH (TREASURY).		
		REGISTERS SUBSIDIARY TO CASH BOOK (RECEIPTS).		
1	104	Registers of Telegraph receipts.	12 years ..	Article 278, Civil Account Code.
2	105	Register of Post Office Receipts.	12 „ ..	Ditto.
3	106	Statement of receipts of the Northern India Salt Department.	12 „ ..	Article 408, Civil Account Code.
4	107	Register of Receipts of the Military Department.	12 „ ..	Article 486, Civil Account Code.
5	108	Schedule of Public Works Department receipts. (Railway.)	12 „ ..	Article 421, Civil Account Code.
6	109	Registers of personal ledger account receipts and payments used for Civil, Criminal and personal deposits, local funds and municipalities, deposits for work done for public bodies and miscellaneous remittances.	12 „ ..	Article 342, Civil Account Code.
7	111	Register of Revenue deposit receipts.	Permanent ..	Article 337, Civil Account Code.
8	112	Register of bills issued (Civil Account Code, no. 49).	12 years ..	Article 358, Civil Account Code.
9	113	Register of recoveries of loans and advances.	12 „ ..	Article 278, Civil Account Code.
10	114	Register of recoveries of service payments.	12 „ ..	Ditto.
11	115	Register of receipts on account of Scarcity and Relief.	12 „ ..	Ditto.

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Serial no.	No. of forms in Schedule XXV.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		ACCOUNTS BRANCH (TREASURY)— <i>contd.</i> REGISTERS SUBSIDIARY TO CASH BOOK (RECEIPTS)— <i>contd.</i>		
12	116	Register of receipts on account of Land Revenue and Public Works Cess.	12 years ..	Tauzi Manual, 1923, Appendix K.
13	117	Register of Land Revenue Receipts, Part II.	12 „ ..	Article 278, Civil Account Code.
14	118	Register of Salt Receipts ..	12 „ ..	Ditto.
15	119	Register of sales of stamps and discount thereon, Part I.	12 „ ..	Ditto.
16	120	Register of sales of stamps and discount thereon, Part II.	12 „ ..	Ditto.
17	121	Register of Miscellaneous Stamp Receipts.	12 „ ..	Ditto.
18	122	Register of Excise Receipts..	12 „ ..	Ditto.
19	123	Register of Miscellaneous Receipts on account of Road Public Works Cess.	12 „ ..	Tauzi Manual, 1923, Appendix S.
20	124	Register of Customs Receipts	12 „ ..	Article 278, Civil Account Code.
21	125	Register of Taxes on Income Receipts.	12 „ ..	Ditto.
22	126	Register of Registration Receipts.	12 „ ..	Ditto.
23	127	Register of Administration of Justice Receipts.	12 „ ..	Ditto.
24	128	Register of Jails Receipts ..	12 „ ..	Ditto.
25	129	Register of Police Receipts ..	12 „ ..	Ditto.
26	130	Register of Education Receipts.	12 „ ..	Ditto.
27	131	Register of Medical Receipts	12 „ ..	Ditto.

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Serial no.	No. of forms in Schedule XXV.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		ACCOUNTS BRANCH (TREASURY)— <i>contd.</i> REGISTERS SUBSIDIARY TO CASH BOOK (RECEIPTS)— <i>contd.</i>		
28	132	Register of Agricultural Receipts.	12 years ..	Article 278, Civil Account Code.
29	133	Register of Scientific and other Miscellaneous Department Receipts.	12	Ditto.
30	134	Register of receipts on account of Stationery and Printing.	12	Ditto.
31	..	Register of Public Health Receipts.	12	Ditto.
32	..	Register of Receipts on currency.	12	Ditto.
33	135	Register of Miscellaneous Receipts.	12	Ditto.
34	136	Register of Orders on Sub-Treasuries issued and adjusted (Civil Account Code, no. 46).	6	Article 349, Civil Account Code.
35	137	Register of Receipts (for general use).	12	Article 278, Civil Account Code.
36	140	Register of Receipts for Public Works and Road Cess (other districts).	12	Ditto.
37	141	Register of Receipts on account of the Survey Department.	12	Ditto.
38	9	Register of Forest Remittances.	12	Article 410, Civil Account Code.
39	11	Register of Fines realised ..	12	Article 278, Civil Account Code.
40	13	Register of Remittances received.	12	Ditto.
41	14	Register of Unclassified Receipts.	12	Ditto.

Serial no.	No. of forms in Schedule XXV.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		ACCOUNTS BRANCH (TREASURY)— <i>contd.</i>		
		REGISTERS SUBSIDIARY TO CASH BOOK (PAYMENTS).		
42	151	Register of Forest Cheques paid.	12 years ..	Article 416, Civil Account Code.
43	152	Register of Payments on account of the Postal Department.	12	Article 278, Civil Account Code.
44	153	Register of Deposit Payment	12	Article 201, Civil Account Code.
45	154	Register of Local Bills paid ..	12	Article 381, Civil Account Code.
46	155	Register of Foreign Bills paid	12	Ditto.
47	156	Register of Salaries of Gazetted Officers.	12	Article 278, Civil Account Code.
48	157	Register of Establishment Charges and Salaries of Sub-Assistant Surgeons.	12	Ditto.
49	159	Register of Pensions ..	12	Ditto.
50	160	Register of Contingent and Travelling Payments.	12	Ditto.
51	..	Register of Jail Department charges.	12	Ditto.
52	..	Register of Police Department charges.	12	Ditto.
53	161	Register of Educational Charges.	12	Ditto.
54	164	Register of Coupons paid ..	12	Paragraph 36, Securities Manual.
55	165	Register of Payments on account of Loans and Advances by Provincial Governments.	12	Article 278, Civil Account Code.

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Serial no.	No. of forms in Schedule XXV.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		ACCOUNTS BRANCH (TREASURY)— <i>contd.</i>		
		REGISTERS SUBSIDIARY TO		
		CASH BOOK (PAYMENTS)— <i>contd.</i>		
56	27	Register of Telegraph Payments.	12 years ..	Article 278, Civil Account Code.
57	29	Register of Payments on account of Military Cheques.	12 " ..	Article 486, Civil Account Code.
58	30	Register of Miscellaneous Military Payments.	12 " ..	Ditto.
59	31	Register of Payments of Public Works Cheques.	12 " ..	Ditto.
60	32	Register of Remittances sent	12 " ..	Article 278, Civil Account Code.
61	39	Register of Payments of Interest of Government Promissory Notes.	12 " ..	Paragraphs 42(d)(iii) and 43(e), Securities Manual.
62	41	Register of Trust Interest Payments.	12 " ..	Article 278, Civil Account Code.
63	44	Register of Payments of Permanent Malikana.	12 " ..	Ditto.
64	45	Register of Payments of Temporary Malikana.	12 " ..	Ditto.
65	47	Register of Pensions from the Old Military and Medical Funds.	12 " ..	Ditto.
66	50	Register of Payments on account of the Cess Department.	12 " ..	Ditto.
67	51	Register of Partition Charges	12 " ..	Ditto.
68	52	Register of Public Works Charges.	12 " ..	Ditto.
69	53	Register of Refunds ..	12 " ..	Ditto.
70	54	Register of Settlement Charges.	12 " ..	Ditto.
71	55	Register of Unclassified Charges.	12 " ..	Ditto.

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Serial no.	No. of forms in Schedule XXV.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
72	..	ACCOUNTS BRANCH (TREASURY)— <i>contd.</i> REGISTERS SUBSIDIARY TO CASH BOOK (PAYMENTS)— <i>contd.</i> Register of Income-tax charges.	12 years ..	Article 278, Civil Account Code.
73	..	Register of Registration Department charges.	12	Ditto.
74	..	Register of Audit charges ..	12	Ditto.
75	56	Register of Land Acquisition Payments.	12	Ditto.
		OTHER REGISTERS.		
76	176	Cash book (Civil Account Code, no. 32).	35	Ditto.
77	222	Cash book of Sub-Treasuries	35	Article 281, Civil Account Code.
78	177	Accountant's Daily Balance Sheet (Civil Account Code, no. 39).	12	Article 284, Civil Account Code.
79	223	Register of Daily Balance of Sub-Treasuries.	6	Article 281, Civil Account Code.
80	178	Check Register of Transfer Payments.	3	Paragraph 413, Treasury Manual.
81	179	Register of Daily Receipts, Repayments of Personal Deposits, etc.	12	Article 345, Civil Account Code.
82	225	Extract Register of Deposit Receipts (Subdivision).	6	Article 281, Civil Account Code.
83	227	Register of Receipts at Subdivisions on account of Civil and Small Cause Courts.	12	Ditto.
84	226	Register of Payment at Subdivisions on account of Civil and Small Cause Courts.	12	Ditto.
85	180	Abstract of Receipts and Payments of Revenue Deposits at Subdivisions.	Permanent ..	Ditto.

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Serial no.	No. of forms in Schedule XXV.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		ACCOUNTS BRANCH (TREASURY)— <i>contd.</i>		
		OTHER REGISTERS— <i>contd.</i>		
86	228	Register of Criminal Deposit Repayments at Subdivisions.	12 years ..	Article 281, Civil Account Code.
87	181	Register of Government Promissory Notes on which interest is payable, Securities Manual, no. 9.	20 " ..	Paragraphs 39 (a), and 43(e), Securities Manual.
88	182	Register of bonds registered for payment of coupons at a Treasury, Securities Manual, no. 5.	Permanent ..	Paragraph 36, Securities Manual.
89	183	Register of Transfer of Government Promissory Notes.	Ditto ..	Paragraph 45, Securities Manual.
90	185	Register of Interest Orders on Stock Certificates in English, Securities Manual, no. 3.	6 years ..	Paragraph 31 (a), Securities Manual.
91	186	Register of Bills, etc., endorsed for payments at Sub-Treasuries.	6 " ..	Article 270, Civil Account Code.
92	187	Register showing names of Gazetted Officers and salaries drawn by them.	12 " ..	Article 267, Civil Account Code.
93	188	Register of Pensions Payment Orders (Civil Account Code, no. 40).	35 " ..	Article 327, Civil Account Code.
94	"	Check Register of Military Pensioners.	9 " ..	Chapter 25, Treasury Manual.
95	189	Register of Retrenchment Orders issued by the Accountant-General.	6 " ..	Article 20, Rule 4, Civil Account Code.
96	190	Treasurers' Daily Balance Sheet (no. 2, Resource Manual).	6 " ..	Article 14, Resource Manual.
97	191	Daily Register of Currency Notes (Civil Account Code, no. 83).	6 " ..	Paragraph 112, Resource Manual.

Serial no.	No. of forms in Schedule XXV.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		ACCOUNTS BRANCH (TREASURY)— <i>contd.</i>		
		OTHER REGISTERS— <i>contd.</i>		
98	192	Register of Government securities deposited in the treasury for safe custody (Securities Manual, no. 19).	Permanent ..	Paragraph 109(a), Securities Manual.
99	193	Register of un-current coins (Resource Manual, no. 168).	12 years ..	Article 83, Resource Manual.
100	199	Register of Power of Attorney (Securities Manual, no. 16).	Permanent ..	Paragraph 57, Securities Manual.
101	202	Register of items under objection.	3 years ..	Article 19, Civil Account Code.
102	204	Daily stock account of Opium in the Treasury in English.	12 " ..	} Board's subsidiary instruction (10).
103	205	Daily quantity of Opium passed out from the Treasury in English.	12 " ..	
104	206	Register of Sub-treasury Inspection.	After 6 years from the date of last entry.	Board's no. 2698-A., dated the 7th April 1903 to Commissioner of Bhagalpur Division.
105	207	Register showing the double lock transaction of cash of the Treasury.	12 years ..	Article 15, Resource Manual.
106	208	Register of securities tendered for renewal, consolidation, subdivision or conversion (Securities Manual, no. 2).	Permanent ..	Paragraphs 18(c), 63, 68 and 120, Securities Manual.
107	209	Ledger Account of Government Promissory Notes (Securities Manual, no. 23).	12 years ..	Paragraph 115(c), Securities Manual.
108	210	Register of receipts and disposal of notes held in safe custody (Securities Manual, no. 25).	25 " ..	Paragraph 116(b), Securities Manual.
109	211	Interest Distribution Register (Securities Manual, no. 26.)	12 " ..	Paragraph 117, Securities Manual.

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Serial no.	No. of forms in Schedule XXV.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		ACCOUNTS BRANCH (TREASURY)— <i>concl'd.</i>		
		OTHER REGISTERS— <i>concl'd.</i>		
110	212	Register of the signature of the person receiving payment of a bill.	6 years ..	Local Government no. 1981-Com., dated the 29th December 1920.
111	138	Treasurers' Receipt Register	6	Article 264, Civil Account Code.
112	162	Treasurers' Payment Register	6	Ditto.
113	163	Potdars' Register of payment	6	Local Government no. 8676-F., dated the 2nd September 1915.
114	76	Register of Silver Coins cut but not paid for.	12	Article 83, Resource Manual.
115		Currency Chest Book ..	12	Article 23, Resource Manual.
116	..	Register of valuables ..	12	Article 4, Civil Account Code.

Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		BATWARA BRANCH		
1	2	Proceedings for the partition of estates under Bengal Act V of 1897.	Permanent ..	Instruction 1, page 93 of the Batwara Manual, 1936.
2	2A	Register of Batwara Amins ..	Ditto ..	Instruction 66, page 111 of the Batwara Manual, 1936.
3	I	Cash-book of partition fees ..	Ditto ..	Instruction 74, page 113 of the Batwara Manual, 1936.
4	II	Cash-book of stamp fees ..	Ditto ..	Ditto.
		(1) Apportionment statement register of estimated cost and actual expenditure of partition of each estate among the proprietors.	Ditto ..	Ditto.
		(2) Apportionment statement register of partition charges debitable to all estates in proportion to area.	Ditto ..	Instruction 74, page 113 of the Batwara Manual, 1936.
5	III	Partition fees ledger ..	12 years ..	Ditto.
6	IV	Stamp fee ledger ..	12 " ..	Ditto.
7	V	Proprietors' ledger of partition fees.	12 " ..	Ditto.
8	VI	Establishment bill book ..	35 " ..	Ditto.
9	VII	Contingent register ..	5 " ..	Ditto.
10	VIII	Amins' bill book ..	3 " ..	Ditto.
11	IX	Register of Remuneration of temporary Amins.	3 " ..	Ditto.
12	X	Travelling allowance bill book.	3 " ..	Ditto.
13	..	Chalans by which payment of partition fees is made by proprietors.	12 years, or 3 years after adjustment of accounts of an estate under section 40 of Bengal Act V of 1897 whichever period be shortest.	Instruction 93, page 118 of the Batwara Manual, 1936.

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Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
CESS BRANCH.				
1	1	Estates, revenue-paying and revenue-free, <i>vide</i> clause (1), and lands, <i>vide</i> clauses (2) and (3), section 4 of Bengal Act IX of 1880.	Permanent	Board's circular order no. 23 of February 1888.
2	1	Estates, revenue-paying and revenue-free and cess payable.	Ditto ..	Board's circular order no. 2 of May 1892.
3	1	Estates, revenue-paying and revenue-free and cess payable.	Ditto ..	Board's circular order no. 17 of January 1902.
4	V	Rent-free lands under section 71 of Bengal Act IX of 1880.	Ditto ..	Rule 152, page 138 of the Cess Manual, 1952.
5	62	Index register of English correspondence.	Ditto ..	Rule 8 of the Records Manual.
6	60	Register of letters received	Ditto ..	Ditto.
7	61	Register of letters issued	Ditto	Ditto.
8	..	Memoranda of English correspondence destroyed.	Ditto ..	Rule 99 of the Records Manual.
9	26A	Standing order book ..	12 years	
10	..	Cess tauzi ledger ..	12 " ..	
11	..	Goshwara	12 " ..	
12	..	Manuscript chalan book..	12 " ..	
13	I	(Old). Estates, revenue-paying and revenue-free.	Papers to be destroyed after the next revaluation is given effect to.	Means the Register I prescribed by the pamphlet of rules issued with circular order no. 2 of January 1881; not present form.
14	III	(Old). Lands under clauses 2 and 3 of the definition of the word "Estate" in section 4 of Bengal Act X of 1871.	Ditto ..	Section 4, Bengal Act X of 1871.
15	IV	(Old). Tenures in lands entered in Register no. III.	Ditto ..	Ditto.

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Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		CESS BRANCH— <i>contd.</i>		
16	III	Fines imposed under Bengal Act IX of 1880.	Papers to be destroyed after the next revaluation is given effect to.	Rule 152, page 138 of the Cess Manual, 1952.
17	IV	Progress made in valuation or revaluation of estates.	Ditto ..	Ditto.
18	VA	Register of chaukidari chakran lands of which cess is payable to the Collector direct.	Ditto ..	Ditto.
19	VI	Immovable property under Part II, Chapter V of Bengal Act IX of 1880.	Ditto ..	Ditto.
20	VII	Notices under sections 78 and 80 of the Act.	Ditto ..	Ditto.
21	41	Shelf register of records ..	Ditto ..	Rule 143, Records Manual.
22	IX	Valuation and arrear cess of unassessed rent-free land under sections 59, 64, 66 and 67 of the Cess Act, 1880.	Ditto ..	Rule 152, Page 138 of the Cess Manual, 1953.
23	XII	Separate account of cesses payable by registered holders of revenue-free estates under clause 2, section 46 of the Cess Act.	Ditto ..	Ditto.
24	XIII	Separate account of cesses payable by registered holders of revenue-paying estates under section 44 of the Cess Act.	Ditto ..	Ditto.
25	XIV	Mauzawar index register of rent-free lands.	Ditto ..	Ditto.
26	XIVA	Index of rent-free lands by tauzi number.	Ditto ..	Ditto.
27	..	Inspection book ..	6 years.	
28	27	Register of petitions ..	5 ..	

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Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		CESS BRANCH— <i>concl'd.</i>		
29	..	Register of witnesses ..	3 years.	
30	58	Court-fee register ..	3 "	
31	A.-G.B.	Chalans ..	3 "	
32	..	Miscellaneous applications and papers.	2 years.	
		ESTABLISHMENT BRANCH.		
1	45	Lands and houses owned by ministerial officers.	Permanent	Rule 102 of the Bihar Board's Miscellaneous Rules, 1958.
2	46	Leave of ministerial officers	5 years after death or retirement.	Sub-rule (b) (vii) of Annexure B, Chapter I, page 13 of the Bihar and Orissa Account Code, 1926.
3	64	Territorial and Political pensions.	Permanent	Rule 235 (XVI), Bihar Board's Miscellaneous Rules, 1958.
4	31	Admitted probationers ..	6 years ..	Rule 147 ditto.
5	73	Securities of ministerial and non-gazetted officers.	To be kept so long as the officers concerned are in service.	Rule 232 ditto.
6	46	Casual leave register ..	6 years ..	Chapter I, Section IV, page 45 of the Register and Return Manual, 1932.

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Serial no.	No. of forms in Schedule VIII.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		EXCISE BRANCH		
1	*67	Register of licenses ..	12 years	Chapter III, paragraphs 100, 133 and Chapter XIV, paragraphs 485(I)(1) of Excise Manual, volume III, of 1922.
2	*67A	Register of licenses for shops under the sliding scale system.	12 " ..	Chapter XIV, paragraph 485(I), of Excise Manual, volume III of 1922.
3	67B	Memorandum of consumption and license fees of excisable articles.	12 " ..	Ditto.
4	68	Memorandum of demands, collections and balance.	12 " ..	Ditto.
5	66A	Register of settlement by auction.	12 " ..	Chapter III, paragraph 99, and Chapter XIV, paragraph 485(II)(9) of Excise Manual, volume III, of 1922.
6	..	Register of misconduct of excise and opium vendors and their salesmen.	12 " ..	Chapter III, paragraph 119 and Chapter XIV, paragraph 485(II)(7) of Excise Manual, volume III, of 1922.
7	..	Register of claims for refunds.	12 " ..	Chapter III, paragraph 129 and Chapter XIV, paragraph 485(II)(8) of Excise Manual, volume III, of 1922.
8	..	Register of stills ..	12 " ..	Chapter XIV, paragraph 485(IV)(1) of Excise Manual volume III, of 1922.
9	82	Register of <i>tari</i> demand ..	12 " ..	Chapter VI, paragraph 271(III)(b) and Chapter XIV, paragraph 485(I) of Excise Manual, volume III, of 1922.
10	88	Register of cases instituted under the Excise and Opium Laws.	12 " ..	Chapter X, paragraphs 388 and 389 and Chapter XIV paragraph 485 (I)(11) of Excise Manual, volume III, of 1922.

*This relates to the number of forms in Schedule VIII.

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Serial no.	No. of forms in Schedule VIII.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		EXCISE BRANCH— <i>contd.</i>		
11	89	Register of persons convicted under the Excise and Opium Acta.	12 years ..	Chapter X, paragraph 389, and Chapter XIV, paragraph 185 (I)(12) of Excise Manual, volume III, of 1922.
12	92	Register of chalans of money on account of excise revenue paid into the treasury.	12 „ ..	Chapter III, paragraph 133(a) Chapter V, paragraph 252, Chapter VII, paragraph 280(xi) and Chapter XIV, paragraph 485(II)(3) of Excise Manual, volume III, of 1922.
13	93	Register of stores appertaining to the Excise Department.	12 „ ..	Chapter XIV, paragraphs 485(I)(13) and (IV), and Chapter XV, paragraph 518, of Excise Manual, volume III, of 1922.
14	..	Tables of distances of excise shops from the district and subdivisional headquarters.	Permanent	Chapter XV, paragraph 513 of Excise Manual, volume III, of 1922.
15	..	Register of securities of officers of the Excise Department.	12 years. To be rewritten for all officers still in service on the completion of the volume.	Chapter XII, paragraph 452, and Chapter XIV paragraph 485(II)(4), of Excise Manual, volume III, of 1922.
16	8	Register of opium and poppy heads licenses and druggists' permits.	12 years ..	Board's subsidiary instruction (1), page 33 of Excise Manual, volume I, of 1922.
17	75	Register of materials used, wash set up and spirits produced at a distillery.	6 „ ..	Chapter XIV paragraph 485(IV)(2) of Excise Manual, volume III, of 1922.

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Serial no.	No. of forms in Schedule VIII.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		EXCISE BRANCH— <i>contd.</i>		
18	76	Register of quantity of spirit collected in receivers at a distillery.	6 years ..	Chapter XIV, paragraph 485 (IV)(3), of the B. & O. Excise Manual, volume III, of 1922.
19	77	Register of spirit received into, reduced or blended in, and issued from each vat or store cask.	6 „ ..	Chapter V, paragraph 246(2), and Chapter XIV paragraphs 485 (III)(2) and (IV) of Excise Manual, volume III, of 1922.
20	79	Register of casks received and the spirit issued therefrom at a distillery or warehouse.	6 „ ..	Chapter V, paragraph 247(2), and Chapter XIV, paragraphs 485(III)(3) and (IV), of Excise Manual, volume III, of 1922.
21	66	Register of excisable articles imported, exported or transported under bond.	3 „ ..	Chapter XIV, paragraph 485(I)(2), of Excise Manual, volume III, of 1922.
22	69	Register of passes for the transport —of excisable export articles for which duty has been paid or on which no duty is levied.	3 „ ..	Chapter XIV, paragraph 485(1)(4), of Excise Manual, volume III, of 1922.
23	..	Register of casual leave ..	3 „ ..	Chapter II, paragraph 52 and Chapter XIV, paragraph 485(I)(21), of Excise Manual, volume III, of 1922.
24	70	Register of monthly working of excise and opium shops.	3 „ ..	Chapter XIV paragraph 485(I)(5), of Excise Manual, volume III, of 1922.

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Serial no.	No. of forms in Schedule VIII.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		EXCISE BRANCH— <i>contd.</i>		
25	71	Register of bids at a settlement by auction.	3 years ..	Chapter III, paragraph 99 and Chapter XIV, paragraph 485(II)(10), of Excise Manual, volume III, of 1922.
26	72	Register of distress warrants issued under section 93 of the Bihar and Orissa Act, 1915.	3 ..	Chapter III, paragraph 126, Chapter VI, paragraph 271 (iii), and Chapter XIV, paragraph 485 (I)(14) of Excise Manual, volume III, of 1922.
27	73	Register of personal ledger on account of vendors at a distillery or spirit warehouse.	3 ..	Chapter III, paragraph 135, and Chapter XIV, paragraph 485(I) of Excise Manual, volume III, of 1922.
28	74	Register of personal ledger at a <i>ganjagola</i> .	3 ..	Ditto.
29	..	Register of attendance of guards at a distillery or warehouse.	3 ..	Chapter XIV, paragraph 485(iii) of Excise Manual volume III, of 1922.
30	78	Weighing book for casks filled from vat at a distillery.	3 ..	Chapter XIV, paragraph 485(IV) of Excise Manual, volume III, of 1922.
31	..	Cask-gauging register at a distillery or warehouse.	3 ..	Chapter V, paragraph 247(4), and Chapter XIV, paragraph 485(iii) of Excise Manual, volume III, of 1922.
32	80	Balance account of spirit in hand and summary of transactions at distillery or warehouse.	3 ..	Chapter XIV, paragraph 485(iii) of Excise Manual, volume III, of 1922.

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Serial no.	No. of forms in Schedule VIII.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		EXCISE BRANCH— <i>contd.</i>		
33	81	Daily account of country spirit issued from a warehouse to the retail shops supplied by it.	3 years ..	Chapter XIV, paragraph 485(IV) and (V) of Excise Manual volume III, of 1922.
34	..	Register of receipt and issue of books of licenses for fees for the home brewing of <i>pachwai</i> .	3	Chapter VII, paragraphs 280(vii) and (vi), and Chapter XIV, paragraph 425 (I) of Excise Manual, volume III, of 1922.
35	..	Brewing book ..	3	Chapter IV, paragraph 177(b) of Excise Manual, volume III, of 1922.
36	..	Denaturing room vat book	3	Chapter XIV, paragraph 485(III)(3) of Excise Manual, volume III, of 1922.
37	..	Issue of weighing book of denatured spirit.	3	Chapter IV, paragraph 188 of Excise Manual, volume III, of 1922.
38	..	Stock account of denaturing materials.	3	Ditto.
39	..	Arrear list of <i>tari</i> fees ..	3	Chapter VI, paragraph 271 and Chapter XIV paragraph 485(II)(2) of Excise Manual, volume III, of 1922.
40	84	Statement of licenses issued for the home brewing of <i>pachwai</i> .	3	Chapter VIII, paragraphs 280(vii), (viii) and (xi) and Chapter XIV, paragraph 485 (I) of Excise Manual, volume III, of 1922.

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Serial no.	No. of forms in Schedule VIII.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		EXCISE BRANCH—concl'd.		
41	85	Register of issue of <i>ganja</i> from a licensed <i>bhang</i> warehouse.	3 years ..	Chapter XIV, paragraph 485 (vi) of Excise Manual, volume III, of 1922.
42	86	Abstract of receipts and <i>ganja</i> expenditure of —at <i>bhang</i> a licensed warehouse.	3 " ..	Ditto.
43	87	Daily abstract of receipts <i>ganja</i> and expenditure of —at <i>bhang</i> a licensed warehouse.	3 " ..	Ditto.
44	90	Register of receipts and issue of uniforms.	3 " ..	Chapter XII, paragraphs 475 and 479 and Chapter XIV, paragraph 485(ii) of Excise Manual, volume III, of 1922.
45	91	Individual clothing account	3 " ..	Chapter XII, paragraphs 459, 461 and 481 and Chapter XIV, paragraph (ii) of Excise Manual, volume III, of 1922.
46	94	Register of information received of excise offences and of action taken thereon.	3 " ..	Chapter X, paragraph 372 of Excise Manual, volume III, of 1922.
47	..	Cash book	12 " ..	Paragraph 39 at page 16 of Excise Manual, volume III (as amended by correction slip no. 327, dated the 3rd October 1931).

Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		GOVERNMENT ESTATES BRANCH.		
1	32	Estates held under direct management.	Permanent	Chapter I, section IV, page 34 of the Register and Return Manual, 1932 and rule 84, Chapter IV, page 33 of the Bihar Government Estates Manual, 1953.
2	33	Dependent tenures in Government Estates (in the Chota Nagpur Division only).	Ditto ..	Rule 88, Chapter IV, page 35 of the Bihar Government Estates Manual, 1953.
3	I	Jamabandi Register or continuous khatian.	Ditto ..	Rules 56 and 57, Chapter IV, page 25 of the Bihar Government Estates Manual 1953.
4	40	Alterations of assessment	Ditto ..	Rule 85, Chapter IV, page 34 of the Bihar Government Estates Manual, 1953 and page 39 of the Register and Return Manual, 1932.
5	32-A	Estates let out in farm ..	To be destroyed when the register is full and 12 years have expired (from the date when the settlement that was the last to expire and was recorded in it terminated).	Page 34 of the Register and Return Manual, 1932.

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Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		GOVERNMENT ESTATES BRANCH— <i>contd.</i>		
6	45-A	Landed property owned by Managers, Sub-Managers or Tahsildars (non-Gazetted officers) of Government Estates.	To be destroyed when closed and new register opened.	Rule 117, Chapter VI, page 45 of the Bihar Government Estates Manual, 1953, and page 45 of the Register and Return Manual, 1932.
7	60-B	Payments of commission on account of Khas Mahal collections.	Ditto ..	Rule 122, Chapter VI, page 46 of the Bihar Government Estates Manual, 1953, and page 43 of the Register and Return Manual, 1932.
8	II	Tenant's ledger ..	20 years ..	Rules 56 and 58, Chapter IV, pages 25 and 26, respectively of the Bihar Government Estates Manual, 1953.
9	III-A	Collection register, direct payments to the Tahsildar.	6	Rules 56 and 59, Chapter IV, pages 25 and 27, respectively of the Bihar Government Estates Manual, 1953.
10	III-B	Collection register, payments not made to the Tahsildar.	6	Rules 56 and 60, Chapter IV, pages 25 and 27 respectively of the Bihar Government Estates Manual, 1953.
11	IV	Cash book ..	3	Rules 56 and 61 Chapter IV, pages 25 and 27, respectively of the Bihar Government Estates Manual, 1953.

Social no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		GOVERNMENT ESTATES BRANCH— <i>concl.</i>		
12	..	Abstract of Mahalwari accounts. (Return No. I.)	12 years ..	Rules 75 and 98, Chapter IV, pages 31 and 38 respectively of the Bihar Government Estates Manual, 1953.
13	..	List of defaulters (Return No. III).	3	Rule 77, Chapter IV, page 31 of the Bihar Government Estates Manual, 1953.
14	V	Treasury pass-book ..	6	Rules 56 and 62, Chapter IV, pages 25 and 27 respectively of the Bihar Government Estates Manual, 1953.
15	VII	Mutation Register showing corrections in the khasra and khatians amalgamated form of old Mutation Registers I and II).	12	Rule 46, Chapter III, page 22 of the Bihar Government Estates Manual, 1953.
16	VIII	Mutation Register showing resettlement of tenancies surrendered, abandoned or rendered vacant by the death of the holder without heirs.	12	Rule 46, Chapter III, page 22 of the Bihar Government Estates Manual, 1953.
17	IXA	Mutation Register showing settlements of waste lands.	12	Rule 46, Chapter III, page 22 of the Bihar Government Estates Manual, 1953.

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APPENDIX E.]

Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		LAND ACQUISITION BRANCH.		
1	1	Progress Register of Land Acquisition cases under Act I of 1894. (Page 184 of the Land Acquisition Manual, 1952.)	Permanent	Paragraphs 9 and 59 of the Instructions by the Board of Revenue in the Land Acquisition Manual, 1952.
2	5	Register of Land Acquisition cases under Act I of 1894. (Page 203 of the Land Acquisition Manual, 1952.)	Ditto ..	Paragraph 60 of the Instructions by the Board of Revenue in the Land Acquisition Manual, 1952.
3	24	General abstract register of lands taken up in a district under a particular Government order. (Page 214 of the Land Acquisition Manual, 1952.)	Ditto ..	Paragraph 141 of the Instructions by the Board of Revenue in the Land Acquisition Manual, 1952.
4	31	Register of lands in the occupation of a State Railway in a district. (Page 223 of the Land Acquisition Manual, 1952.)	Ditto ..	Paragraph 170 of the Instructions by the Board of Revenue in the Land Acquisition Manual, 1952.
5	33	Register of lands in the occupation of a Railway Company in a district. (Page 215 of the Land Acquisition Manual, 1928.)	Ditto ..	Ditto.
6	26	Lotbundi register for the sale of class A, B, C or D lands of a railway in a district. (Page 216 of the Land Acquisition Manual, 1952.)	Ditto ..	Paragraph 159 of the Instructions by the Board of Revenue in the Land Acquisition Manual, 1952.
7	34	Ledger account of each Land Acquisition Project. (Page 226 of the Land Acquisition Manual, 1952.)	Ditto ..	Paragraph 177 of the Instructions by the Board of Revenue in the Land Acquisition Manual, 1952.

Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		LAND REGISTRATION BRANCH.		
1	..	A. Part I (Page 77, Appendix to the Bihar Land Registration Manual, 1946).	Permanent	Section 7, page 9, Bihar Land Registration Manual, 1946.
2	..	A. Part II (page 77, Appendix to the Bihar Land Registration Manual, 1946).	Ditto ..	Section 8, page 9, Bihar Land Registration Manual, 1946.
3	..	B. Part I (page 78, Appendix to the Bihar Land Registration Manual, 1946).	Ditto ..	Section 10, page 10, Bihar Land Registration Manual, 1946.
4	..	B. Part II (page 79, Appendix to the Bihar Land Registration Manual, 1946).	Ditto ..	Section 11, page 12, Bihar Land Registration Manual, 1946.
5	..	B. Part III (page 79, Appendix to the Bihar Land Registration Manual, 1946).	Ditto ..	Section 12, page 12, Bihar Land Registration Manual, 1946.
6	..	C. (page 79, Appendix to the Bihar Land Registration Manual, 1946).	Ditto ..	Section 15, page 13, Bihar Land Registration Manual, 1946.
7	..	D. Part I (pages 80-81, Appendix to the Bihar Land Registration Manual, 1946).	Ditto ..	Section 18, page 14, Bihar Land Registration Manual, 1946.
8	..	D. Part II (page 82, Appendix to the Bihar Land Registration Manual, 1946).	Ditto ..	Section 19, page 14, Bihar Land Registration Manual, 1946.
9	4	Mutation cases (page 87, Appendix to the Bihar Land Registration Manual, 1946).	Should be destroyed when all the records of the cases entered therein are destroyed.	Rule 12, Chapter V, page 58, of Bihar Land Registration Manual, 1946.
10	..	Index of mutation cases entered in Register no. 4. (Page 87, Appendix to the Bihar Land Registration Manual, 1946).	When all the entries are disposed of.	

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Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		LAND REGISTRATION BRANCH—concl'd.		
11	12	Register of separate accounts under sections 10 and 11 of Act XI of 1859 and section 70 of Bengal Act VII of 1876. (Page 88, Appendix to the Bihar Land Registration Manual, 1946.)	Permanent	Sections 70 and 72, pages 40-41, Bihar Land Registration Manual, 1946.
12	12A	Particulars of separate accounts opened under sections 10 and 11 of Act XI of 1859 and section 70 of Bengal Act VII of 1876. (Page 88, Appendix to the Bihar Land Registration Manual, 1946.)	Ditto ..	Ditto.
13	A	Register of names of maliks receiving malikana. (Page 89, Appendix to the Bihar Land Registration Manual, 1946.)	Ditto ..	Board's order no. 310-A., dated [2nd April 1877.
14	D	Register of mutation regarding malikana. (Page 89, Appendix to the Bihar Land Registration Manual, 1946.)	Ditto ..	Ditto.
		LOANS BRANCH.		
		Land Improvement		
1	21	Ledger of <u>Agriculturists'</u> loans.	Twenty-five years or after all cases are destroyed.	Board's Instruction 5, part III, page 110 of the Loans Manual, 1958.
2	22	Goshwara (Khatian) of Land Improvement <u>loans</u> , for <u>Agriculturists'</u> the kist ending.	Ditto ..	Board's Instruction 6, part III, page 112 of the Loans Manual, 1958.
3	22A	Chalans for realisations on Land Improvement account of <u>Agriculturists'</u> loans.	Ditto ..	Board's Instruction 7(a), part III, page 112 of the Loans Manual, 1958.

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1	2	3	4	5
		LOANS BRANCH— <i>concl'd.</i>		
4	22B	Advances made to officers for distribution of Land Improvement loans. Agriculturists'	Twenty-five years or after all cases are destroyed.	Board's Instruction 4, part III, page 111 of the Loans Manual, 1938.
		MISCELLANEOUS BRANCH.		
1	E	Special register of istimrari tenures held at fixed rent from time of permanent settlement. (The register is finally closed.)	Permanent	Section 44, Act XI of 1859, page 78, and Appendix D, page 211 of the Sale Law Manual, 1936.
2	F	Special register of tenures existing at time of settlement which have not been held at fixed rent (finally closed).	Ditto ..	Ditto.
3	G	Common register of talukdari and other similar tenures and farms created since the time of the settlement and held immediately from the proprietors of estates.	Ditto ..	Section 41, Act XI of 1859, page 76 and Appendix D, page 211 of the Sale Law Manual, 1936.
4	H	Special register of ditto	Ditto ..	Section 42, Act XI of 1859, page 77 and Appendix D, page 211 of the Sale Law Manual, 1936.
5	I	Common register of leases of lands wherein dwelling houses, etc., have been erected.	Ditto ..	Section 43, Act XI of 1859, page 78, and Appendix D, page 211 of the Sale Law Manual, 1936.
6	K	Special register of ditto	Ditto ..	Ditto and Appendix D, page 212 of the Sale Law Manual, 1936.
7	12	Separate accounts under sections 10 and 11 of Act XI of 1859 and section 70 of Bengal Act II of 1876.	Ditto ..	Appendix D, page 212 of the Sale Law Manual, 1936.

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Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		MISCELLANEOUS BRANCH— <i>contd.</i>		
8	12A	Particulars of separate accounts opened under sections 10 and II of Act XI of 1859 and section 70 of Bengal Act VII of 1876.	Permanent ..	Appendix D, Page 213 of the Sale Law Manual, 1936.
9	13	Deposits made under section 15, Act XI of 1859.	Ditto ..	Appendix D, page 214 of the Sale Law Manual, 1936, sections 70 and 35 of Land Registration Act.
10	14	Applications for registry, common or special under sections 40 to 44, Act XI of 1859.	Ditto ..	Appendix D, page 214 of the Sale Law Manual, 1936.
11	15	Registers of appeals and motions.	12 years or when all the records entered in it are destroyed.	Chapter I, section IV page 22 of the Register and Return Manual, 1932.
12	A.G.B. 118A	Miscellaneous receipt register, part III.	12 years ..	Civil Account Code Article 278.
13	24	Forest receipt register ..	12	Civil Account Code, Article 410.
14	81	Public Works Department cheque payment.	12	Civil Account Code, Article 486.
15	19	Sales for arrears of revenue ..	Permanent ..	Appendix D, page 215 of the Sale Law Manual, 1936.
16	19A	Sales of Khas Mahal tenures under section 11, Bengal Act VII of 1868, read with Act XI of 1859.	Ditto ..	Appendix D, page 216 of the Sale Law Manual, 1936.
17	19B	Sales held under the Bihar and Orissa Public Demands Recovery Act IV of 1914.	Ditto ..	Board's Instruction 45 on page 123 of the Bihar Certificate Manual, 1937.

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1	2	3	4	5
		MISCELLANEOUS BRANCH— <i>contd.</i>		
18	20	Sales of patni taluks under Regulation VIII of 1819.	Permanent ..	Appendix D, page 217 of the Sale Law Manual, 1936.
19	23	Sales of under-tenures under Bengal Act VIII of 1865.	Ditto ..	Appendix D, page 217 of the Sale Law Manual, 1936.
20	81	Chaukidari chakran lands transferred by Collector under section 50 or 55, Bengal Act VI of 1870.	Ditto ..	Rule 377 of the Bihar Board's Miscellaneous Rules, 1958.
21	B	Register of Civil Suits ..	Ditto ..	Rule 131, page 30 of the Practice and Procedure Manual, 1958.
22	..	Register of cases under Regulation VII of 1799.	Ditto	Regulation VII of 1879.
23	..	Quinquennial register ..	Ditto ..	Regulation XLVII of 1793.
24	6	Register of lands used for public purposes.	Ditto ..	Rules 255 of the Bihar Board's Miscellaneous Rules, 1958.
25	6A	Register of lands in the occupation of Municipalities, District Boards, and Local Boards.	Ditto ..	Ditto.
26	7	Persons admitted and enrolled as revenue agents.	12 years ..	Rule 9, page 124 of the Practice and Procedure Manual, 1939.
27	8	Miscellaneous cases ..	12	Chapter I, section IV, page 17 of the Register and Return Manual, 1932.
28	9	Requisition of certificates under the Bihar and Orissa Public Demands Recovery Act IV of 1914.	Twelve years after the date of last entry.	Board's Instruction 45 on page 123 of the Bihar Certificate Manual, 1937.

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1	2	3	4	5
		MISCELLANEOUS BRANCH— <i>contd.</i>		
29	10	Certificate made under the Bihar and Orissa Public Demands Recovery Act IV of 1914.	Twelve years after the date of last entry.	Board's Instruction 45 on page 123 of the Bihar Certificate Manual, 1937.
30	25	Claims to money in deposit ..	12 years ..	Chapter I, section IV, page 31 of the Register and Return Manual, 1932.
31	23	Inspection book ..	6 years from the last transaction mentioned in it.	Ditto.
32	26A	Standing order book ..	Twelve years from last order entered in it.	Chapter I, section IV, page 32 of the Register and Return Manual, 1932.
33	27	Petitions ..	6 years ..	Rule 3, part III, Chapter I, page 83 of the Practice and Procedure Manual, 1958.
34	29	Precepts ..	12 ..	Chapter I, section IV, page 33 of the Register and Return Manual, 1932.
35	37	Revenue fines ..	12 ..	Board's Circular Order no. 11 of March, 1884 and Chapter I, section IV, page 38 of the Register and Return Manual, 1932.
36	38	Prisoners ..	2 ..	Chapter I, section IV, page 38 of the Register and Return Manual, 1932.

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1	2	3	4	5
		MISCELLANEOUS BRANCH— <i>contd.</i>		
37	1	Register of applications for grant of permit for removal of timber or other forest produce.	6 years ..	Government order no. 913, dated 12th February 1902.
38	6	Register of receipts on account of timber and other forest produce.	12 „ ..	Ditto.
39	3	Register of licenses for grazing	3 „ ..	Ditto.
40	10	Register of papers received and issued from the Forest office.	Should be destroyed when all cases relating to it have been destroyed.	Ditto.
41	13	Register of licenses for manufacture of catechu and rearing tasar.	3 years ..	Ditto.
42	16	Register of licenses of potters, washermen and others.	6 „ ..	Ditto.
43	48	Locks and keys ..	When a new book has to be opened entries of locks and keys in actual use may be copied forward into the new book and the old book destroyed.	Rule 203 of the Bihar Board's Miscellaneous Rules, 1958.
44	48A	Spare padlocks and keys	Ditto.
45	11	Processes of all departments made over to the Nazir for service.	3 years ..	Board's Instruction 45, page 115 of the Bihar Certificate Manual, 1954.
46	70	Attendance of witnesses in Revenue Courts.	3 „ ..	Ditto.

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1	2	3	4	5
		MISCELLANEOUS BRANCH— <i>concl'd.</i>		
47	71	Receipt and issue of printed forms.	3 years ..	Section IV, Chapter I, page 55 of the Register and Return Manual, 1932.
48	..	Stationery Stock Book ..	3	Rule 124, Chapter VI of the Bihar Board's Miscellaneous Rules, 1958.
49	C	Register of execution of Government decrees.	12	Rule 84, page 19 of the Practice and Procedure Manual, 1958.
50	95	Treasury remittance book ..	3	Rule 323 of the Bihar Board's Miscellaneous Rules, 1958.
51	96	Stock and Store Register ..	To be retained for three years after a new one is written up.	Ditto.
52	D	Register of stamp fees due to Government in pauper suit.	12 years ..	Rule 83, page 19 of the Practice and Procedure Manual, 1958.
53	A	Register of valuables lodged in the treasury for safe custody.	Permanent ..	Rule 206 of the Bihar Board's Miscellaneous Rules, 1958.
54	01	Stock account of thana maps	12 years ..	Rule 334(c) of the Bihar Board's Miscellaneous Rules, 1958.
55	92	Ditto of village maps ..	12	Ditto.
56	..	Register of domicile certificates.	Permanent ..	Rule 14, part II, Appendix H of the Bihar Board's Miscellaneous Rules, 1958.

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Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
NAZARAT BRANCH.				
1	28	Register of papers received (other than processes for service) for which no other register is prescribed.	6 years ..	Chapter I, section IV, page 72 of the Register and Return Manual, 1932.
2	30	Peons	2	Rule 11, part III, Chapter II of the Practice and Procedure Manual, 1938.
3	43	Processes	3	Rule 28, part III, Chapter II of the Practice and Procedure Manual, 1938.
4	43A	Processes for realization of money.	3	Ditto.
5	44	Occupation of peons ..	2	Ditto.
6	..	Cash book with its subsidiary registers.	25	Rule 323 of the Bihar Board's Miscellaneous Rules, 1953.
7	..	Cheque receipts and their counterfoils.	6	Board's Circular Order no. 1 of July, 1908.
8	61A	Post card warning issued ..	2	Chapter I, section IV, page 50 of the Register and Return Manual, 1932.
9	..	Form E—Register of cheque books issued by nazir to peons, kanungoes, etc.	15 years from the date of last entry.	Rule 33, part III, Chapter II of the Practice and Procedure Manual, 1953.
RECORDS BRANCH.				
1	41	Shelf register of records	Permanent ..	Rule 143 of Records Manual.
2	41A	Records of cases not connected with any estate.	Ditto	Rule 144 of Records Manual.

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Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		RECORDS BRANCH— <i>contd.</i>		
3	41B	Receipt and disposal of records by record-keeper.	3 years ..	Rule 145 of Records Manual.
4	41C	Register of receipt and disposals of revenue records at subdivisions.	Permanent ..	Rule 180 of Records Manual.
5	41D	Records sent out from record Manual.	Until all records mentioned therein are returned (when a new book has to be opened, entries of unreturned records which contain the receipts of the recipients may be cut out and pasted into the new book, and the old book destroyed. In case there be an entry on each side of the same sheet of the old register that has to be carried into the new register, the portion cut out should be pasted in as a fly slip).	Rule 149 of Records Manual.
6	42	General register of survey records.	Permanent ..	Rule 155 of Records Manual.
7	57	Register of the registers to be preserved permanently.	Ditto ..	Rule 114 of Records Manual.

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Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		RECORDS BRANCH— <i>contd.</i>		
8	37A	Register of the registers which are B class papers and not to be preserved permanently.	Should be destroyed when all the registers entered therein are destroyed.	Rule 114 of Records Manual.
9	60	Register of letters received ..	Permanent	Rule 8 of Records Manual
10	61	Register of letters issued ..	Ditto ..	Ditto.
11	62	Index Register of English correspondence.	Ditto ..	Ditto.
12	77	Books, reports, returns, etc., received in the library.	During the currency of the catalogue.	Rule 251 of Records Manual.
13	78	Books, reports, returns, etc., issued from the library.	During the currency of the catalogue (when a new book has to be opened, entries of unreturned books, etc., may be copied forward in the new book and the old book destroyed).	Rule 261 of Records Manual.
14	..	Catalogue of books ..	To be destroyed after 5 years when the quinquennial revision is made.	Rule 247 of Records Manual.
15	168	Register of application for information.	2 years ..	Rule 276 of Records Manual.
16	170	Register of application for copies.	2	Ditto.

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		RECORDS BRANCH —concl'd.		
17	168-A	Register of receipts of copyists and typists.	12 years ..	Rule 329 of Records Manual.
		SALT BRANCH.		
1	..	Register of salt prosecutions	12	Rule 13, Part II, page 50 of the Salt Manual, 1908.
		STAMP BRANCH.		
1	47	Register of stamps cases ..	12	Board's resolution of the 20th March 1888. Board's Circular Order no. 17 of September, 1888. Board's Circular Order no. 25 of October, 1897.
2	58	Daily register of court-fees realised in Revenue Courts.	3	Board's Circular Order no. 7 of September, 1895.
3	59	Register of applications for refund of the value or renewal of stamps.	3	Rule 32, part II, page 207 of the Bihar Stamp Manual, 1955.
4	72	Register of stamp vendors' licenses.	12	Board's Circular Order no. 7 of July, 1895.
5	59-A	Register of Impressed non-judicial stamps kept by <i>ex-officio</i> and licensed vendors.	12	Rule 13, section II, part II, page 222 of the Bihar Stamp Manual, 1958.
6	86	Register of valuation of property in respect of which application has been made for probate or letters of administration.	12	Board's Circular Order no. 3 of March, 1902, printed on pages 70-73, Appendix AII of the Bihar Stamp Manual, 1955.

Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		STAMP BRANCH— <i>concl'd.</i>		
7	3	Stock register of stamps, part I—General (non-judicial).	12 years ..	Board's letter no. 10673-B., dated the 9th November 1903, to Superintendent of Stationery.
8	3	Ditto Part II (Judicial)	12
9	3	Stock register of stamps, Part I—General (non-judicial).	12	Board's letter no. 528-B.T., dated 27th May 1905, to the Controller of Stationery.
10	3	Stock register of stamps, Part II (Judicial).	12
		SURVEY AND SETTLEMENT BRANCH.		
1	Survey and Settlement Manual, Form 37.	Treasury Pass Book ..	12	Rule 99, Bihar Survey and Settlement Manual, 1959 and rules 748 and 741, Technical Rules.
2	Do. 41	Register of security deposits of head inspectors, inspectors and amins.	Permanent	Rule 257, Survey and Settlement Manual, 1957.
3	Do. 55	Register I, boundary disputes.	12 years ..	Do. 308 do.
4	Do. 37	Inspectors' boundary mark register.	Till the end of settlement.	Do. 322 do.
5	Do. 58	Attestation Register of trijunction and special marks.	Till the next revision settlement.	Do. 325 and 327 do.
6	Do. 59	Thana register of trijunction and special marks.	Ditto ..	Do. 331 and 714 do.
7	Do. 75	Village note	Permanent	Do. 409 do.
8	Do. 96	Daffadars' register of trijunction and special marks.	Ditto ..	Do. 714 do.

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		SURVEY AND SETTLEMENT BRANCH— <i>contd.</i>		
9	..	Register of book debits (direct charges).	12 years ..	Rule 106, Survey and Settlement Manual, 1959.
10	..	Register book debits (indirect charges).	12	Do. 106 do.
11	..	Compilation registers of court and process fees.	12	Do. 112 do.
12	..	Accountant-General's register of receipt and charges for minor operations.	12	Do. 142 do.
13	..	Register of applications for the execution of decrees.	Permanent..	Do. 457 do.
14	Technical Rules, Form 38.	Attestation Register IV.—Sale of occupancy rights.	Ditto ..	Rules 322 and 357, Technical Rules, 1927.
15	Do. 39	Attestation Register V.—Mortgage of occupancy rights.	Ditto ..	Do. 322 and 357 do.
16	Do. 40	Attestation Register VI.—Transfer of proprietary rights.	Ditto ..	Do. 322 and 357 do.
17	Do. 41	Attestation Register VII.—Objection to the draft records.	12 years ..	Do. 354, 355 and 357, Technical Rules, 1927.
18	Do. 45	Register of proceedings under section 109C, Bengal Tenancy Act.	Till the next revision settlement.	Do. 308(3) do.
19	Do. 53	Account Register I.—Contingent charges.	5 years ..	Do. 372 do.
20	Do. 54	Account Register II.—Miscellaneous receipts and payments.	12	Do. 373 do.
21	Do. 55	Account Register IIA.—Miscellaneous payments.	12	Do. 373 do.
22	Do. 56	Account Register IIL.—Fees on copies of forms and traces.	12	Do. 374 do.

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1	2	3	4	5
		SURVEY AND SETTLEMENT BRANCH— <i>contd.</i>		
23	Technical Rules, Form 57.	Account Register IV.—Pay and travelling allowance of gazetted officers.	6 years ..	Rule 375, Technical Rules, 1927.
24	Do. 58	Account Register V.—Pay and travelling allowance of ministerial officers and menials.	6 " ..	Do. 375 do.
25	Do. 59	Account Register VI.—Amins' earnings.	12 " ..	Do. 376, 383 do.
26	Do. 60	Account Register VIA.—Daily register of advances as per register VI.	12 " ..	Do. 389 do.
27	Do. 61	Account Register VII.—Security deposit ledger.	5 " ..	Do. 386 do.
28	Do. 62	Account Register VIII.—Pay and travelling allowances of contract establishment.	6 " ..	Do. 370 do.
29	Do. 64	Account Register X.—Remission of advances.	12 " ..	Do. 378 do.
30	Do. 65	Account Register XI.—Pre-emptory cash.	12 " ..	Do. 379 do.
31	Do. 66	Account Register XII.—Refunds of deposits.	12 " ..	Do. 379 do.
32	Do. 67	General cash book ..	12 " ..	Do. 371 do.
33	Do. 71	Register of money order	12 " ..	Do. 398 do.
34	Do. 72	Contingent bill register for contract payment.	6 " ..	Do. 401 do.
35	Do. 73	Account Register C.—Distribution of costs.	Till next revision settlement.	Do. 418 and 422 do.
36	Do. 74	Account Register C.—1—Cash receipts.	Ditto ..	Do. 420 do.
37	Do. 75	Account Register C.—2—Court and process fees realised in stamps.	Ditto ..	Do. 421 do.

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1	2	3	4	5
		SURVEY AND SETTLEMENT BRANCH— <i>contd.</i>		
38	Technical Rules, Form 76.	Acquittance roll ..	35 years ..	Rules 197 and 389, Technical Rules, 1927.
39	Do. 85	Camp register of fines under law.	12 „ ..	Do. 197 and 387 do.
40	Do. 87	Khanapuri register A.—Amins' earnings.	12 „ ..	Do. 140, 182, 197, 198 and 394 do.
41	Do. 88	Khanapuri register B.—Amins' earnings.	12 „ ..	Do. 182, 197, 198 and 395 do.
		AREA SECTION.		
42	Do. 107	Register IV.—Pass book ..	Till next revision settlement.	Do. 502, 504, 511 do.
43	Do. 108	Register V.—Estimators' contract account.	Ditto ..	Do. 508, 511 do.
44	Do. 109	Register VI.—Register of 'out' villages.	Ditto ..	Do. 511 do.
45	Do. 121	Register V.—Accounts ..	12 years ..	Do. 531, 534 do.
46	Do. 140	Recess register IX.—Calculated safai remuneration (thanawar).	12 „ ..	Do. 565, 610, 611 and 615 do.
47	Do. 145	Contract pay register ..	6 „ ..	Do. 572, 580, 581 and 583 do.
48	Do. 146	Contract bill register ..	6 „ ..	Do. 580—585 do.
49	Do. 152	Register C ..	Till next revision settlement.	Do. 576, 629 do.
		FAIR COPYING (SAFAI).		
50	Do. 156	Safai register IV.—Safai munsarim's register of contract pay.	12 years ..	Do. 599, 610, 611, 612, 615, 618 do.
51	Do. 157	Safai register IVA.—Muharrirwar register of contract pay.	12 „ ..	Do. 609, 611, 613 and 618 do.

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1	2	3	4	5
		SURVEY AND SETTLEMENT BRANCH— <i>contd.</i>		
		FAIR COPYING (SAFAI)— <i>concl'd.</i>		
52	Technical Rules, Form 159.	Safai register V.—Bill register.	12 years ..	Rules 609, 613, 614, 616, 618, Technical Rules, 1927.
53	Do. 160	Safai register VA.—Supplementary bill register.	12	Do. 609, 613, 618 do.
54	Do. 161	Safai register VI.—Payments withheld.	12	Do. 609, 613, 618 do.
55	Do. 172	Safai register XVI.—Difference between khewat and register D.	Till next revision-settlement.	Do. 596, 618 do.
		COMPARISON (MOAINA AND BALA).		
56	Do. 174	Moaina bill register ..	12 years ..	Do. 637, 639 do.
57	Do. 184	Moaina safai supplementary bill register.	12	Do. 633, 639, do.
		COMPUTATION OF COSTS.		
58	Do. 218	Supervisors' register of estimated demand and compiled area.	12	Do. 714 do.
59	Do. 229	Register VI.—Raiyati computers' contract pay.	12	Do. 728 do.
60	Do. 230	Register VII.—Bill munsarims' register of contract pay.	12	Do. 728 do.
		RECOVERY OF COSTS, DISTRIBUTION OF COPIES AND CERTIFICATE PROCEDURE.		
61	Do. 233	Recovery register I.—Daily collection book.	12	Do. 771, 745 do.
62	Do. 234	Recovery register II.—Abstract cash book.	12	Do. 771, 745 do.
63	Do. 244	Recovery register IX.—Register of processes made over to Nazir.	12	Do. 771 do.

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1	2	3	4	5
		SURVEY AND SETTLEMENT BRANCH— <i>contd.</i>		
		RECOVERY OF COSTS, DISTRIBUTION OF COPIES AND CERTIFICATE PROCEDURE— <i>concl.</i>		
64	Technical Rules, Form 246	Recovery register XII.—Certificate requisition register.	12 years ..	Rules 771, 762, Technical Rules, 1927.
65	Do. 247	Recovery register XIII.—Certificate register.	12 „ ..	Do. 771, 764 do.
66	Do. 248	Recovery register XIV.—Sale register.	12 „ ..	Do. 771, 768 do.
67	Do. 249	Recovery register XV.—Claims to money held in deposit.	12 „ ..	Do. 771, 768 do.
68	Do. 252	Recovery register XVIII.—Deposit of payment register.	12 „ ..	Do. 771, 745, 758 do.
69	Do. 254	Recovery register XX.—Thanawar register of receipts.	12 „ ..	Do. 771, 767 do.
		CASE WORK—SPECIAL REGISTERS AT HEADQUARTERS.		
70	Do. 271	Register I.—Head office general register of cases under sections 105 and 106, B.T. Act.	Permanent ..	Do. 800 do.
71	Do. 272	Register II.—Cases under section 108, B. T. Act.	Ditto ..	Do. 800 do.
72	Do. 273	Register III.—Cases under section 108A, B.T. Act.	12 years ..	Do. 800 do.
73	Do. 274	Register IV.—Head office general register of cases under section 40.	Permanent ..	Do. 800 do.
		RECORD ROOM.		
74	Do. 288	Record room register I ..	Till the next revision settlement.	Do. 838, 866 do.

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1	2	3	4	5
		SURVEY AND SETTLEMENT BRANCH— <i>contd.</i>		
		Record room— <i>concl'd.</i>		
75	Technical Rules, Form 289	Record room register II ..	Till the next revision settlement.	Rule 838, 866, Technical Rules, 1927.
76	Do. 290	Ditto III ..	Ditto ..	Do. 838, 866 do.
77	Do. 291	Ditto IV ..	Ditto ..	Do. 866 do.
78	Do. 293	Ditto VI ..	Ditto ..	Do. 866 do.
79	Do. 294	Ditto VII ..	Ditto ..	Do. 866 do.
80	Do. 295	Ditto VIII—Deposit of records with the Collector.	Ditto ..	Do. 866 do.
81	Do. 296	Records room register IX.	12 years ..	Do. 866 do.
82	Do. 297	Ditto X.—Preparation of Collectorate volume.	Till the next revision settlement.	Do. 866 do.
83	Do. 298	Record room register XI.—Chronological register.	Permanent ..	Do. 866 do.
		COPYING SECTION.		
84	Do. 305	Copyist bill register ..	12 years ..	Do. 909 do.
85	1	Estates under settlement	Permanent ..	Chapter I, section IV, page 10 of the Register and Return Manual, 1932.
86	65	Recipients of malikana due to proprietors during the currency of a settlement and payment of such malikana.	Ditto ..	Rule 338 of the Bihar Board's Miscellaneous Rules, 1958.
87	66	Recipients of permanent malikana.	Ditto ..	Rule 340 of the Bihar Board's Miscellaneous Rules, 1958.

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1	2	3	4	5
88	67	SURVEY AND SETTLEMENT BRANCH— <i>concl.</i> COPYING SECTION— <i>concl.</i> Particulars of newly-formed islands.	Permanent ..	Rule 663 of the Bihar Survey and Settlement Manual, 1959.
89	86A	Ledger of disbursement to be kept by Settlement Department.	During the currency of settlement.	Board's Circular no. 3 of October, 1905.
		TAUZI BRANCH.		
1	3	Tauzi Roll	Permanent ..	Rule 5, section I, Chapter II of the Tauzi Manual, 1951.
2	36	Redemptions of petty estates	Ditto ..	Rule 6(i), section II, Chapter II of the Tauzi Manual, 1951.
3	39	New estates	Ditto ..	Ditto.
4	40	Alterations of assessment ..	Ditto ..	Rule 6(i), section II, Chapter II of the Tauzi Manual; also rule 84, Chapter IV, Government Estates Manual, 1953.
5	F	Tauzi Ledger	12 years ..	Rules 5 and 18, section XV, Chapter II of the Tauzi Manual, 1923.
6	G	Land Revenue goshwara ..	12 " ..	Rule 3, section XVII, Chapter II of the Tauzi Manual, 1951.
7	..	Tauzi Navis' chalan register	12 " ..	Rule 4(b), section XVI, Chapter II of the Tauzi Manual, 1951.

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[APPENDIX E.]

Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		TAUZI BRANCH— <i>concl'd.</i>		
8	..	Tauzi Muharrirs' register of chalans.	12 years ..	Rule 4(d), section XVI, Chapter II of the Tauzi Manual, 1951.
9	..	Land Revenue arrear list ..	12 " ..	Rule 2, section XIX, Chapter II of the Tauzi Manual, 1951.
10	..	Default records	Twelve years from the date of last entry.	Rule 3, section XIX, Chapter II of the Tauzi Manual, 1951.
11	..	Index of tauzi roll ..	Permanent ..	Rule 7, section I, Chapter II of the Tauzi Manual, 1951.
12	..	Kistwar abstract of tauzi roll (Appendix C).	12 years ..	Rule 5, section II, Chapter II of the Tauzi Manual, 1951.
		TENANCY ACTS BRANCH.		
		<i>(a) For use in districts where the Bihar Tenancy Act is in force.</i>		
1	17	Register of notices of enhancement.	2 " ..	Sections 6—8 of the Bihar Tenancy Act.
2	18	Register of notices of relinquishment.	2 " ..	Rule 37, Chapter V of the Government Rules under Bihar Tenancy Act.
3	332 II	Applications for commutation of rent payable in kind under section 40 of the Bihar Tenancy Act.	Permanent ..	Board's Circular Order no. 2 of January, 1887.
4	334 IV	Applications for registration of improvements under section 80 of the Bihar Tenancy Act.	Ditto ..	Ditto.

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APPENDIX E.]

Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		TENANCY ACTS BRANCH —contd.		
		(a) For use in districts where the Bihar Tenancy Act is in force—contd.		
5	337 VII	Applications to record particulars specified in section 102 (to make record of rights under section 101) whether made under section 103 or 101(2)(a) of the Bihar Tenancy Act.	Permanent ..	Board's Circular Order no. 2 of January, 1887.
6	338 VIII	Applications for determination of proprietor's private land and orders thereon, under section 118 of the Bihar Tenancy Act.	Ditto ..	Ditto.
7	339 IX	Notices of annulment of encumbrances under section 167 of the Bihar Tenancy Act.	Ditto ..	Ditto.
8	2	Application for execution of decrees for costs in cases under sections 105 and 106 of the Bihar Tenancy Act.	Ditto ..	Rule 452 of the Bihar Survey and Settlement Manual, 1959.
9	331 A(a)	Notices of transfers of tenures or raiyati holdings at fixed rate under sections 12, 13, 15 and 18(a) of the Bihar Tenancy Act.	12 years after the date of the last entry	Rule 24, Chapter V of the Bihar Tenancy Act.
10	333 III	Appraisement or division of crops, sections 69 and 70 of Bihar Tenancy Act.	Ditto ..	Board's Circular Order no. 2 of January, 1887.

Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		TENANCY ACTS BRANCH —concl'd.		
		(a) <i>For use in districts where the Bihar Tenancy Act is in force—concl'd.</i>		
11	335 V	Applications to record evidence of improvements under section 81(1), and applications to decide question of the right to make improvements under sections 78(a) and 78(b) of the Bihar Tenancy Act.	Need not be kept more than 12 years after the date of the last entry in it (provided there is in some other form, a permanent record of the final result of the proceedings taken upon the notices or applications in question).	Board's Circular Order no. 2 of January, 1887.
12	336 VI	Notices of landlord's intention to enter on abandoned holdings under section 87(2) of the Bihar Tenancy Act.	To be destroyed 12 years after the date of last entry.	Ditto.
13	1	Register of applications under section 103 of the Bihar Tenancy Act.	Ditto ..	Rules 91—100, Chapter VI of the Bihar Tenancy Act Rules.
14	..	Price list register ..	Ditto ..	Section 39, Bihar Tenancy Act.
15	11	Register of notices of Deposit (b) <i>For use in districts where the Chota Nagpur Tenancy Act is in force.</i>	3 years ..	Section 61 of Act VIII of 1885.
16	10	Register of notices of Deposit	3 .. 1	Board's order no. 19—18-8, dated the 15th December 1917 and no. 19—18-3, dated the 7th September 1917
17	8	Register of Suits ..	12 .. }	
18	9	Register of Decrees ..	12 .. }	

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APPENDIX E.]

Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		WARDS BRANCH		
		<i>Board's Office.</i>		
1	1	Landed property owned by managers, assistant or sub-managers and non-gazetted officers on a remuneration of above Rs. 200 per mensem.	So long as the officers concerned remain in service.	Rule 302 of the Bihar Wards Manual, 1941.
		<i>Commissioner's Office.</i>		
2	..	Landed property owned by managers, assistant or sub-managers and non-gazetted officers on a remuneration of above Rs. 100 and not above Rs. 200 per mensem.	So long as the officers concerned remain in service.	Ditto.
		<i>Collector's Office.</i>		
3	34	Estates managed by the Revenue authorities under Acts IV of 1912, XL of 1858, IX of 1879, or VIII of 1890.	Permanent ..	Ditto.
4	35	Attached estates ..	Ditto ..	Ditto.
5	2A	Ledger of attached estates, no. 35A.	12 years ..	Ditto.
6	$\frac{60}{3}$	Letters received ..	Permanent ..	Ditto.
7	$\frac{61}{4}$	Letters issued	Ditto ..	Ditto.
8	$\frac{26A}{5}$	Standing order-book no. 26-A	12 years ..	Ditto.
9	$\frac{27}{6}$	Petitions, no. 27	12	Ditto.
10	$\frac{28}{7}$	All other papers received in the office, except English letters, no. 28.	12	Ditto.

THE BIHAR RECORDS MANUAL.

[APPENDIX E.

Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		WARDS BRANCH. — <i>contd.</i>		
		<i>Collector's Office—concl'd.</i>		
11	8	Miscellaneous cases, no. 8 ..	12 years ..	Rule 302 of the Bihar Wards Manual, 1941.
12	9	Attendance and occupation of officers.	2 „ ..	Ditto.
13	46 10	Leave, no. 46	5 years after death or retirement.	Ditto.
14	11	Government securities, Stocks, Bank shares, etc.	Ditto ..	Ditto.
15	12	Title-deeds, other valuable documents, jewellery, etc., kept in the treasury.	Permanent ..	Ditto.
16	13	Letter despatch book showing consumption of postage stamps.	2 years ..	Ditto.
17	14	Landed property owned by managers, assistant or sub-managers and non-gazetted officers on a remuneration of not above Rs. 100 per mensem, no. 45A.	So long as the officers concerned remain in service.	Ditto.
		<i>Manager's Office.</i>		
18	60 1	Letters received, no. 60 ..	Permanent	Ditto.
19	61 2	Letters issued, no. 61 ..	Ditto ..	Ditto.
20	26A 3	Standing order book, no. 26A	12 years ..	Ditto.
21	27 4	Petitions, no. 27 ..	12 „ ..	Ditto.

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APPENDIX E.]

Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		WARDS BRANCH— <i>contd.</i>		
		<i>Manager's Office—contd.</i>		
22	28	All other papers received in the office, except English letters, no. 28.	12 years ..	Rule 302 of the Bihar Wards Manual, 1941.
23	8	Miscellaneous cases, no. 8..	12	Ditto.
24	6			
24	7	Attendance and occupation of officers.	2	Ditto.
25	46	Leave, no. 46 ..	5 years after death or retirement.	Ditto.
26	8			
26	9	Title-deeds, other valuable documents, jewellery, etc., kept in the treasury.	Ditto ..	Ditto.
27	10	Letter despatch book showing the consumption of postage stamps.	2 years ..	Ditto.
28	11	Securities furnished by officers in the employ of the estate, no. 73.	Permanent ..	Ditto.
29	12	Records, no. 41 ..	Ditto ..	Ditto.
30	62			
30	13	Index of correspondence, no. 62.	Ditto ..	Ditto.
31	14	General ledger ..	Ditto ..	Ditto.
32	15	Cash-book showing money received direct into treasury and cheques issued against the treasury balance.	Ditto ..	Ditto.
33	..	Cash-book showing all money (except receipts and disbursements of the permanent advance received in and disbursed from the manager's office).	Ditto ..	Ditto.

Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		WARDS BRANCH— <i>contd.</i>		
		<i>Manager's Office—contd.</i>		
34	17	Ledger of rent recoverable by the estate.	Permanent ..	Rule 302 of the Bihar Wards Manual, 1941.
35	18	Ledger of debts due to the estate.	Ditto ..	Ditto.
36	19	Ledger of revenue, rents and cesses payable by the estate.	Ditto ..	Ditto.
37	20	Ledger of debts payable by the estate.	Ditto	Ditto.
38	B			
	21	Suits original, or appeals and decrees against the estate.	Ditto ..	Ditto.
39	C			
	22	Decrees in favour of the estate realised and outstanding.	Ditto ..	Ditto.
40	22-A	Register of Civil Suit decrees passed against the estate.	Ditto ..	Ditto.
41	23	Revenue paying estates, under-tenures, and revenue-free and rent-free properties belonging to the estate.	Ditto ..	Ditto.
42	24	Moveable properties ..	Ditto ..	Ditto.
43	379			
	25	Catalogue of books, gazettes, etc., in the library.	Ditto ..	Ditto.
44	44			
	26	Occupation of peons ..	3 years ..	Ditto.
45	27	Settlements ..	12 years after the release of estate.	Ditto.
46	28	Ledger of advances ..	Permanent ..	Ditto.

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APPENDIX E.]

Serial no.	Number of Register.	Name of Register.	Period of retention.	Authority prescribing.
1	2	3	4	5
		WARDS BRANCH— <i>concl'd.</i> <i>Manager's Office—concl'd.</i>		
47	28-A	Register of works of Improvement.	Permanent ..	Rule 302 of the Bihar Wards Manual, 1941.
48	29	Adjustment register of advances.	Ditto ..	Ditto.
49	30	Ledger of deposits ..	Ditto ..	Ditto.
50	31	Monthly abstract of outstanding deposits.	Ditto ..	Ditto.
51	41	Ledger of permanent advance in the managers' hand.	12 years ..	Ditto.
52	33	Register of interest on Government paper.	Permanent ..	Ditto.
53	34	Transaction on account of the purchase of raiyats' holdings by Wards, etc., estates at sales in execution of decrees for arrears of rent and their resettlement.	Ditto ..	Ditto.
54	35	Ledger of costs of Civil Suits, Criminal cases and miscellaneous proceedings.	Ditto ..	Ditto.
		WASTE LANDS BRANCH.		
1	16	Applications for leases of waste lands.	2 years after destruction of all cases.	Rule 1, Note, Chapter 1, Part II, page 8 of the Bihar Waste Lands and Mineral Concessions Manual, 1947.
2	69	Register of applications for prospecting licenses and mining leases.	To be destroyed 12 years after the date of the last entry.	Rules 29 and 45 on pages 34 and 41, respectively, of the Bihar Waste Lands and Mineral Concessions Manual, 1947.

Classification, preservation and destruction of treasury records.

[Vide rule 121.]

Serial no.	No. of forms in Schedule XXV.	Description of records.	Period of retention.	Authority prescribing.
1	2	3	4	5
1	1	Office copy of cash account and list of payment.	35 years ..	Art. 279, C. A. C.
2	25	Treasury Memoranda showing sale of stamps.	12	Art. 287, C. A. C.
3	110	Office copy of Treasury cash Balance Report.	3	Form no. 4, Resource Manual.
4	67	Office copy of statement of small silver and copper coins and probable requirements.	1 year ..	Art. 87 (a), Resource Manual.
5	72	Office copy of currency notes issued and received during the quarter.	12 years ..	Art. 112, Resource Manual.
6	73	Office copy of statement of shroff marked, light weight and other defective silver coins.	3	Art. 85, Resource Manual.
7	74	Office copy of statement showing receipt and issue of sovereigns and half sovereigns.	3	Art. 82, Resource Manual.
8	75	Office copy of Quarterly Return showing silver coins cut or broken on account of being reduced in weight.	3	Art. 83, Resource Manual.
9	78	Office copy of plus and minus memo. of stamps, opiums, etc.	12	Art. 288, C. A. C.
10	79	Office copy of plus and minus memo. of Loans and Advances.	12	Art. 288, C. A. C.
11	80	Office copy of plus and minus memo. of Local Funds.	6	Art. 525, C. A. C.
12	81	Office copy of Receipts and payments of Municipal Funds.	6	Art. 525, C. A. C.
13	82	Office copy of Extract Register of Receipts and payments of personal deposits.	12	Art. 355, C. A. C.
14	83	Office copy of plus and minus memo. of deposits.	12	Ditto.

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APPENDIX F.]

Serial no.	No. of forms in Schedule XXV.	Description of records.	Period of retention.	Authority prescribing.
1	2	3	4	5
15	200	Treasury Officers' memo. of objections.	3 years ..	Art. 268, C. A. C.
16	84	Office copy of indent for currency notes.	3	Art. 113, Resource Manual.
17	85	Office copy of indent for small silver and copper coins.	3	Art. 87 (A), Resource Manual.
18	86	Office copy of indent for supply Bill and transfer Receipt Form.	3	Art. 390, C. A. C.
19	89	Office copy of Annual Return of Civil, Marine, etc., Pensions.	5	Article 333, C. A. C.
20	90	Office copy of List of Pensioners.	5	Ditto.
21	91	Office copy of intimation of charge of treasury officers.	1	Art. 12, C. A. C.
22	92	Office copy of requisition for correction of accounts.	3	Paragraph 422, Treasury Manual.
23	..	Notice of treasury requirements.	1	Article, 33, Resource Manual.
24	..	Credit orders and assignments.	6	Arts. 275—77, C. A. C.
25	..	Accountant-General's objection of admission slips.	2	Art. 972, C. A. C.
26	..	Chalans for money paid into the treasury.	3	Art. 5, C. A. C.
27	266, 271 and 272	Invoices of coin remittances	3	Art. 24, Resource Manual.
28	267	Invoices of currency notes	3	Art. 28 (b), Resource Manual.
29	224	Daily sheets of receipts and disbursements received from sub-treasury.	6	Art. 281, C. A. C.
30	269	Remittance acknowledgment Receipts.	3	Art. 136 (b), Resource Manual.
31	..	Daily sheets of Receipts and Disbursements from the Bank that keeps the Government cash balance.	6	Art. 299, C. A. C.

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[APPENDIX F.]

Serial no.	No. of forms in Schedule XXV.	Description of records.	Period of retention.	Authority prescribing.
1	2	3	4	5
32	..	Application for R. T. Rs. and supply Bills.	6 years ..	Art. 164, C. A. C.
33	..	Daily Advice List of Payment orders issued by Judicial officers.	6	Art. 215 (b), C. A. C.
34	240	Advice of Bills and Transfer Receipts.	6	Art. 363, C. A. C.
35	241	Advice of cancellation of Bill	6	Art. 387, C. A. C.
36	243	Advice List of cash orders on sub-treasury.	3	Art. 283, C. A. C.
37	242	Counterfoils of cash orders on sub-treasuries.	3	Ditto.
38	..	Counterfoils of Bills and Remittance Transfer Receipts.	3	Art. 360, C. A. C.
39	..	List of money orders paid by the post office into treasury by book transfer.	3	Sub-rule 11, rule 335 of the Bihar Boards, Miscellaneous Rules, 1958.
40	257	Advice List of money orders received in the treasury.	3	Arts. 499-500, C. A. C.
41	260	Advice List of Wards estates	3	Rule 187, Ward Manual, 1941.
42	..	Advice of enfacement and cancellation of Government Promissory Notes received from Bank (Securities Manual no. 10).	One complete year.	Para. 39 (d), Securities Manual.
43	..	Office copy of Return silver coins withdrawn from circulation.	3 years ..	Article 85, Resource Manual.
44	270	Office copy of Return of counterfeit coin.	3	Art. 86 ditto.
45	..	First stage of compilation	3	Para. 41 of Treasury Manual.
46	276	Extract from objection statement.	6	Art. 19, C. A. C.
47	278	Intimation to treasury officer of transfer of charge.	3	Art. 373, C. A. C.
48	218	Payment order of coupons Bearer Bonds at a sub-treasury (Securities Manual no. 4).	30	Paragraph 35, Securities Manual.

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APPENDIX F.]

Serial no.	No. of forms in Schedule XXV.	Description of records.	Period of retention.	Authority prescribing.
1	2	3	4	5
49	282	Payment order of interest on promissory notes at sub-treasury (Securities Manual no. 15).	Permanent	Para. 42(c), Securities Manual.
50	283	Acknowledgment for Securities tendered for renewal, consolidation or subdivision (Securities Manual no. 17).	Not to be destroyed.	Paras. 63, 68(ii) and 120, Securities Manual.
51	284	Application for safe custody of Government Promissory Notes (Securities Manual no. 21).	Ditto ..	Para. 115(b), Securities Manual.
52	285	Acknowledgment of receipt of Government Promissory notes received for safe custody (Securities Manual no. 22).	Ditto ..	Para. 115(c), Securities Manual.
53	286	Application for withdrawal of Government Promissory Notes held in safe custody (Securities Manual no. 24).	Ditto ..	Para. 116(a), Securities Manual.
54	..	Office copy of the Rupee census form.	3 years ..	Art. 81 of Resource Manual.
55	..	Sub-treasury officer's portions of the pension payment orders of deceased pensioners after the original halves have been returned to the Accountant-General's office.	To be destroyed as soon as heirs of the deceased have been paid.	Accountant-General's letter no. Pen. 35-1398, dated the 29th November 1930.
56	..	Money order acknowledgments received from post offices in support of payment of pension by money order.	Five complete account years.	Ditto.
57	..	Periodical non-employment certificates and the annual finger impression slips, declarations obtained from pensioners who have elected to take payment by money order.	Until fresh certificates are received or till death or transfer of pension. Declarations to be retained as long as the Pension Payment Orders remain in force.	Ditto.

[Vide rule 225.]

**Questions for the Inspections of
Records.**

**Observations by Inspecting
Officers.**

[References are to the Records Manual, 1960, when no other Manual is specified.]

—OFFICE.

RECORDS.

(A)—English Records—Current Correspondence.

N.B.—In regard to questions marked thus(*) the reply should be given after testing a few instances.

1. In the last three years, how often has the Deputy Collector in charge been changed ? (Note 2, Preamble.)

1A. In the last three years, how often have the head ministerial officer and the reference clerk been changed ? (Note 2, Preamble.)

1B. What is the name of the Deputy Collector in charge, and how long has he been in charge ? (Note 2, Preamble.)

1C. What are the names of the head ministerial officer and the reference clerk, and how long has each held his appointment ? (Note 2, Preamble.)

1D. Does the ministerial head of each department keep a note-book alphabetically in which are noted references to important orders and precedents relating to his department ? (Rule 117, Chapter VI of the Bihar Board's Misc. Rules, 1958.)

1E. Is a list hung up showing the registers kept in the department, and is it signed by the Deputy Collector in charge and kept up to date ? (Rule 118).

APPENDIX G.]

2. Are all covers received and opened by the Collector? If not, to whom is the duty entrusted? (Rule 13.)

*3. Does the head assistant affix docket stamps on each letter and then fill in the spaces provided for the department and class of papers to which the document belongs and note in pencil for the guidance of the diarist the collection under which it falls? (Rule 13.)

4. Are all letters received and issued entered in the registers, the subject being given clearly but concisely? (Rule 33.)

5. Is every letter, whether received or issued, serially numbered and entered in the fly-leaf as soon as it is received or issued? (Rules 17, 32 and 61.)

6. Are registers 60, 61 and 62 kept up to date? (Rule 8.)

7. Are new registers opened every year? (Rule 8.)

8. Is attention paid to rules 7 to 12, prescribing the mode of keeping the Index Register no. 62 and Registers 60 and 61?

9. Does each department not included in the amalgamated English office keep its own set of registers of letters received and issued, and index register? (Rule 9.)

*10. Is the retention of a file at the expiration of a year noted in the index register for that year? (Rule 69.)

*11. Is the collection system thoroughly understood? (Rule 5.)

12. Are the files within each collection kept serially in the shelves of the current records? (Rule 81.)

*13. Are office notes or "keep-withs" kept in the file to which they belong and sewn to the letters to which they belong ? (Rule 4.)

14. Is care taken not to mix up two or more different subjects in a single file ? (Rule 5).

15. Are new files intelligently opened ? (Rules 16 and 23.)

16. Are the files examined in regard to classification and arrangement in serial order and fly-leaves prior to their transfer to the record-room of old correspondence ? (Rule 67.)

17. Are C papers sorted and destroyed before sending them to the record-room ? (Rule 73.)

*18. Are rules 58 to 76 regarding the arrangement of files and collections of current correspondence strictly attended to by the head assistant and the reference clerk ?

19. Are removal slips placed in the proper place when any paper or bound volume is removed and are they destroyed when received back ? (Rules 64 & 65.)

20. Are all letters to the address of one authority enclosed and despatched in a single envelop ? (Rule 213.)

21. Are the Collector's diaries filed together in a form convenient for reference ? (Rule 44 of the Bihar Board's Miscellaneous Rules, 1947.)

22. Does the Collector correspond with his subordinates at headquarters by note and order and not by formal letters ? (Rule 192.)

APPENDIX G.]

*23. Are the papers within each file ordinarily all of foolscap size or folded in foolscap size? Are all the papers smaller than this size pasted on to a sheet of foolscap? (Rule 1.)

*24. Are spare copies of printed letters kept in accordance with rules 74 & 75?

24A. Are the spare copies of more than three years old sent to the record-room? (Rule 74.)

25. Are all blank reports and returns treated as C class papers? (Rule 100, class C.)

26. Has the system of classification of A, B and C papers been carried out with regard to all the collections in the current record-room? If not, state the explanation when the work will be completed and who is responsible for the failure to keep the classification up to date? (Rule 89.)

*27. When a year's collections are made over to the record-keeper, does the department concerned first make over to the clerk in charge of forms and stationery all the mill-boards not required for tying up the files in bundles by collections, and does such clerk enter these mill-boards in his stock register? (Rule 78.)

28. Is the date of drafting noted in each fair copy of a letter under the place for the Collector's signature? (Rule 23.)

29. Are rules 77, 78 and 80 regarding the transfer of English correspondence to the record-keeper duly observed in the current record-room?

30. Are any registers kept in almirahs? (Rule 200.)

31. Are there any registers on the clerk's table other than those in actual use? (Rule 201.)

32. Is a work-card kept up to date by each clerk or muharrir showing the particulars regarding each register? (Rule 115 of the Bihar Board's Miscellaneous Rules, 1958.)

33. Are the registers and Manuals kept vertically with their backs duly labelled and arranged alphabetically, between two iron supports on clerks' tables? (Rule 200.)

34. Are returns punctually submitted? Is the procedure referred to in rule 11, Chapter II, section I, page 74 of the Register and Return Manual, 1932, followed to increase punctuality in the submission of returns?

*35. Examine the methods of checking pending letters and issuing reminders punctually, and state whether they are satisfactory. (Rules 18 and 38.)

36. Does each responsible clerk properly keep the forward diary or a reminder-card cabinet in which to note the proper dates for putting up files? (Rules 40 and 46 (a).]

36A. Does he enter clearly but concisely the subject-matter on each kind of reminder? (Rule 39.)

37. Is correspondence in arrears? If so, what action is necessary to work off the arrears?

*38. Except for immediate reference, do the clerks keep disposed-of files on their tables? (Rule 66.)

39. Is a list of returns and reports due hung up before or near the head clerk, with a view to their punctual submission to the higher authorities?

APPENDIX G.]

40. (1) Is each typewriter in the charge of a particular clerk and is an acknowledgment given for its being in good order as required by rule 121, page 32 of the Bihar Board's Miscellaneous Rules, 1958? (2) Are the instructions for the care of typewriters given in rule 122 on the same page followed by the clerks in charge of them?

(B)—English Records—Old Correspondence.

N.B.—In regard to questions thus marked(*) the reply should be given by testing a few instances.

41. When is column 4 of the Index Register filed up? (Rule 69.)

*42. Is a note kept on a label inside the front cover of Register no. 62 showing where the collections and files referred to are stacked and the annual total of letters received and issued in each department? (Rule 97.)

*43. Are fly-leaves to all files preserved permanently? Do they show every letter, whether A B or C? (Rule 62.)

*44. Do the reference clerks of the various departments concerned regularly send in their year's collections to the record-keeper? (Rules 58 and 77.)

*45. If not, what departmental records are delayed? What is the explanation?

45A. Does the record-keeper bring the delay to the notice of the Deputy Collector? (Rule 77.)

*46. Are the C papers destroyed by the department to which the files belong before the files are made over to the record-keeper? If not, state the reason? (Rule 105.)

*47. Are Registers 60, 61 and 62 bound, the blank pages having been removed? If not, when will this be done? (Rule 10.)

*48. Where these registers of a department for each year contain but few pages are such registers for several years bound together chronologically in one volume? If not, when will this be done? (Rule 10.)

*49. Are the files in the collections arranged in numerical order? (Rule 81.)

*50. Where a file is missing in a collection, is there in its place a removal slip to show with whom the file is or to what year it is transferred? If not, who is responsible? (Rule 80.)

*51. Are the files of each collection tied together in numerical order in a bundle and is there on the outer mill-board a label pasted showing to what department and year the collection belong, and the number and name of the collection? (Rules 82 to 84.)

*52. When two or more collections are tied together in one bundle, are they arranged in numerical order, and is there on the outer face of the bundle a mill-board on which is noted what collections are in the bundle and the year and department they belong to? (Rules 82 and 84.)

*53. Are the bundles of collections arranged in numerical order and vertically on the shelves? (Rule 82.)

*54. When a letter only is given out from a file on a requisition, is a removal slip kept in proper place? (Rule 64.)

*55. Is the procedure laid down in rules 111 and 112 with regard to the preservation of the *Bihar Gazette* followed?

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(C)—Current Vernacular Records.

N.B.—In regard to questions marks thus(*) the reply should be given by testing a few instances.

56. Is a ministerial officer placed at the head of the department and held responsible for all the papers of all the cases in his department? (Rule 124.)

57. Does the Superintendent see that papers duly received are duly made over to the departmental officers? (Rule 125.)

58. Are rules 124 to 126 of the Manual duly attended to?

59. Are all papers connected with each case classified strictly in accordance with the rules 165 to 173 of the Manual?

*60. Is a combined title-page and fly-leaf attached to each record and filled up according to the rules of the Manual? (Rule 127.)

60-A. Are "miscellaneous cases", as far as possible, arranged chronologically in monthly, quarterly or annual bundles (as may be most convenient locally)? (Rule 6.)

60-B. If there be an excessive multiplication of "cases" and combined title-page and fly-leaves, what steps can be taken to reduce work by arrangement of cases in monthly bundles, etc., as above indicated? (Rule 171.)

*61. Is an order-sheet attached to each record of land revenue cases? (Rule 129.)

*62. Are the vernacular records not required for immediate reference transferred to the record-keeper within seven days after the end of the month, in which, final orders have been passed? (Rule 125.)

62A. If the limit of exact date is exceeded, was sanction to the deviation obtained from the Collector? (Rules 125 and 146.)

62B. And is a list showing the dates on which records are due kept as prescribed in rule 146?

(D)—Old Vernacular Records.

N. B.—In regard to questions thus marked (*) the reply should be given by testing a few instances.

63. On what principle are the records of each department arranged? Is that principle invariably observed? (Rule 131.)

64. Are the records of estates not borne on the revenue roll of the district arranged by estates in a different series from that of estates borne upon the district roll? (Rule 134.)

65. With the exceptions permitted by rule 135, are the records of lands belonging to the district, but borne on the revenue-roll of other districts, kept here? (Rules 134 and 135.)

66. Are the records of lands belonging to other districts, but borne on the revenue-roll of this district, kept here, and not in that of the district where the lands, or some of them, lie? (Rule 134.)

*67. Are the records of *patni* sales which have taken place in the district kept in the district record-room with the same estate? (Rule 135.)

*68. Are the records of all cases finally disposed of in the district under the Public Demands Recovery Act, or under the rent law in force (in districts where rent-suits are tried by revenue officer), and records of cases under sections 12, 13, 14, 15, 18 and 167 of the Bihar Tenancy Act kept in the district record-room? (Rule 135.)

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*69. Are the papers of one estate kept separate from those of another estate ? (Rule 131.)

70. Are the papers relating to revenue free estates kept in a separate place from those for revenue-paying estates and arranged in shelves according to the serial number in Register B ? (Rule 131.)

*71. Are the papers relating to revenue-paying estates arranged according to the serial order of their tauzi number ? (Rule 131.)

*72. Are the tauzi numbers or Register B numbers of the revenue-free records clearly and durably written or painted prominently on each shelf or compartment of shelf on which they are kept ? (Rule 132.)

73. Are records appertaining to land acquisition cases and chaukidari chakaran lands kept in the district in the jurisdiction of which the lands are geographically situated ? (Rule 137.) (2) In what record-room registers are the Land Acquisition case records entered and in what order are they arranged ?

*74. Does each bundle contain a list of the enclosed cases with the date of the year in which they occurred ? (Rule 141.)

74A. Is the name and date of the case inserted in the list when a fresh case is added to the bundle ? (Rule 141.)

75. Are all the valuable documents referred to in rule 153 kept in almirahs under double lock and key ? (2) Who keeps the keys ? Is a separate list for each almirah kept of these records in such a way that any document required can be found at once ? (3) Does the Deputy Collector in charge periodically inspect and compare the contents with the list ? (Rules 153 and 154.)

76. Are such documents in good condition ? (Rule 153.)

76A. Are they kept in a wire rack or in a separate almirah ? If an almirah, is it tin-lined, and are the front and sides fitted up with wire work to admit of the free circulation of air ? (Rule 153.)

77. Does the gazetted officer examine regularly Register 41B and see that the records received are duly entered in the register by the record-keeper, and promptly dealt with ? (Rules 145 and 146.)

78. Up to what date have the records been received from each subdivision ? (Rule 185.)

79. Is the list kept up to date of all the courts and departments from which the record-keeper has to receive records ? Is it signed and dated by the Deputy Collector in charge and hung up in the record-room ? (Rule 146.)

80. Does the record-keeper bring to the notice of the Deputy Collector in charge any delay in depositing records in the record-rooms on due dates ? (Rule 147.)

80A. And does he see that the records which have not been deposited during the month in which they are due, are duly accounted for in the next month ? (Rule 147.)

80B. Has any undue delay been brought to the notice of the Collector ? If not, why not ? (Rule 146.)

*81. Are the A, B files kept together and the C files on a separate rack ? (Rule 161.)

*82. Are the C papers on their separate racks arranged according to dates of decision and classes of cases ? (Rule 162.)

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83. Are C papers more than two years old destroyed in January of each year ? (Rule 174.)

84. Does the record-keeper examine each working day the contents of one bundle of vernacular records to see whether the contents agree with the lists in the bundle and whether B and C papers have been duly destroyed ? (Rule 142.)

*84A. Is this list as well as the corresponding entry in the shelf Register 41 of records signed and dated by him (Rule 142.)

(E) Record-room—General.

N. B.—In regard to questions thus marked(*) the reply should be given by testing a few instances.

[The registers to be seen in the record-room are Registers A to D (Land registration), 12, 12A (Separate accounts), 41, 41A, 41B (11C in subdivisions only), 41D, 42, 57, 57A (Record-room); also copying department registers of applications for information and for copies and earnings of copyists.]

85. Is a list kept up to date showing in the last three years how often the record-room Deputy Collector has been changed ? (Note 2, Preamble.)

85A. In the last three years how often the record-keeper has been changed ? (Note 2, Preamble.)

85B. What is the name of the record-room Deputy Collector, and how long he has been in charge ? (Note 2, Preamble.)

85C. What is the name of the record-keeper, and how long he has held the appointment ? (Note 2, Preamble.)

86. Is the record-room (English and Vernacular) old correspondence under the charge of a Deputy Collector? Who is held responsible for the proper working of the record-room in accordance with the rules of the Records Manual? (Note 2, Preamble.)

87. In addition to the daily supervision of the record-room and staff, does the Deputy Collector make a thorough inspection at least each half-year? (Note 2, Preamble.)

88. Is a note-book kept in the record-room in which all important orders are noted? (Note 2, Preamble.)

89. Are the inspection notes of the Deputy Collector kept in a separate inspection register? (Note 2, Preamble.)

90. Does the record-keeper say that (1) all records received have been entered in one of the Registers 41, 41A, 41B, 41C, 41D, and 42 and (2) all registers received have been entered either in Register 57 or 57A? If not, what are the exceptions (excluding record registers just recently received) and the cause and when will these omissions be finished? If there are any old records or registers which have not been entered in Registers 41, 42, 57 and 57A, what steps are being taken to register them and when will it be completed? (Rule 151.)

91. When was the record-room last inspected by the Deputy Collector in charge, the Collector and the Commissioner? (Rule 38 of Bihar Board's Miscellaneous Rules, 1958.)

92. Has the ministerial officer in charge a guard file of extracts from the inspection remarks of Collectors and other superior

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officers relating to the record-room, and are such arranged chronologically and are they paged and indexed? (Rule 60 of the Bihar Board's Miscellaneous Rules, 1947.)

93. When were the quinquennial and annual destruction of papers made under rules 95, 172, 174 and 175.

94. Have exhibits and private documents been ever destroyed? If so, when and under what authority? Was notice of destruction duly served on the parties and published in the cutchery? (Chapter V.)

95. Is a plan of the record-room hung up in a conspicuous place? (Rule 226.)

95A. And does it (or does an index connected with the plan) show the numbers of the rooms, racks and shelves and the class of papers to be found on each? (Rule 226.)

95B. Is it prepared and corrected up to date? (Rule 226.)

96. Is a statement hung up in the record-room showing how to find where a particular document is deposited? (Rule 199.)

97. Is it so prepared that any intelligent person could by using it obtain any particular class of record with ease? (Rule 199.)

98. Report after a practical test whether each clerk in the record-room knows where to find a particular record. (Rule 199.)

99. Have periodical returns and papers of a general nature a separate press assigned to them? (Rule 76.)

100. Are survey and settlement records and maps carefully kept on iron racks, or in tin-lined almirahs? (Rules 154 and 155.)

100A. Have they got separate registers of their own? (Rules 154 and 155.)

100B. How are they arranged? (Rules 154 and 155.)

100C. Are they in good condition? (Rule 155.)

101. Are they periodically inspected by the Deputy Collector in charge or the Collector? (Rule 154.)

102. When were they last inspected? (Rule 154.)

103. What is the total number of records received in the record-room? (2) Is there an excessive number of records recently received in the record-room not deposited in their proper places within seven days of receipt? (Rule 146.)

104. What is the oldest date on which any of these were received? (Rule 146.)

105. Are the postings in Registers 57 and 57A made up to date in accordance with the classified lists of registers in Appendix E? (Rule 114.)

106. Does the record-keeper admit keeping or allowing to be kept up any unauthorised register? If so, report whether the Commissioner's sanction should be obtained to their retention. (Rule 116.)

107. Are the statements required by rule 118 kept up to date?

108. Is there any arrear in any branch of the work of the record-room? If so, state the reason.

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*109. Are the rules 148 and 149 observed in furnishing records required for reference, and in receiving them back?

*109A. Are removal note-slips used? (Rule 148.)

*109B. Is Register 41D of records sent out of the record-room properly kept up and receipts taken for issue? (Rule 149.)

*109C. What steps are taken to see that the records issued from the record-room are not allowed to remain out unduly long? (Rule 150.)

*109D. At the beginning of each year are all issues not yet returned brought forward in red ink? If not, give the reason? (Rule 150.)

110. Does the record-keeper satisfy himself that the classification of all papers has been properly entered in the fly-leaf by departmental officers before placing a record on its proper rack or shelf? (Rule 160.)

111. Are all B papers destroyed annually after 12 years? (Rule 175.)

111A. If not, specify the classes of papers for which a longer preservation has been prescribed by the Collector? [Rule 228(B) (3).]

*112. Up to what year have the ordinary B papers been destroyed? (Rules 107 and 175.)

113. Are there said to be any C papers in the record-room more than two years old? (Rules 105 and 174.)

114. What prevented the destruction of the ordinary B and C papers at the prescribed time? (Rules 108 and 176.)

115. Are the sale-proceeds of useless papers regularly paid into the treasury? If the cost of arranging these papers for sale exceeds the probable sale-proceeds, are these papers burnt? (Rule 242.)

*116. Does the record-keeper on receiving records from any office or department for deposit in the record-room ascertain that on every document chargeable with stamp duty the head ministerial officer concerned has made the prescribed entry as to sufficiency or otherwise of the stamp borne? [Rule 12, section IV(a), Part III of the Stamp Manual, 1955.] (Rules 86 and 157.)

*117. (1) Are all the Court-fees stamps contained in the record properly punched as required by section 30 of the Court-fees Act? (2) Is the round punch used for this purpose? (Rules 87 and 158.)

*118. Are records punched a second time in the record-room with a triangular punch? (Rules 87 and 158.)

*119. Are the dates of punching by the record-keeper duly recorded upon the fly-leaf? (Rules 87 and 158.)

120. Are the punched-out pieces said to be regularly burnt or otherwise destroyed? (Rules 87 and 158.)

121. Are the labels affixed under the Court-fees Act to copies, certificates or other similar documents said to be cancelled by punching out with square punch a portion of the label in such a manner as to remove neither the figure-head nor that part of the label upon which its value is expressed? (Rules 87 and 158.)

122. As an additional precaution, does the record-keeper state that the signature of the officer attesting the document with

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the date is written across the label and upon the paper on either side of it ? (Rules 86 and 157.)

123. Was inspection of records made at least once a quarter during the past year by heads of offices, in order to ascertain that the stamps have been properly punched and have not been removed ? If not, who has omitted to comply with the rule ? (Rules 87 and 158.)

124. Is the accommodation sufficient ? (Rule 200.)

124A. Are the compartments and shelves of convenient height ? (Rule 200.)

124B. Are desks, or small tables, folding flaps on hinges with brackets provided below the racks or in convenient corners for careful handling of volumes of registers by clerks and copyists ?

*125. Who has access to the record-room ? (Rule 222.)

126. Is there a "No admittance" notice posted above the door ? (Rule 133 of the Bihar Board's Miscellaneous Rules, 1958.)

127. Has adequate security been given by the record-keeper and his assistants ? (Rule 220 of the Bihar Board's Miscellaneous Rules, 1958.)

128. Have the Commissioner's or any higher officer's instructions (if any) about the record-room on his last inspection been carried out ? (Rule 60 of the Bihar Board's Miscellaneous Rules, 1958.)

129. Has any report been submitted by the record-keeper to the Deputy Collector about any missing paper ? What action is taken on such report ? (Rule 80.)

130. Are the monthly files considered as one record? (Rule 171.)

131. Are the iron racks labelled or painted? (Rules 84, 85 and 132.)

132. Is the floor regularly kept clean? Are coal-tar and naphthalene used for the floor, racks and records?

133. Are the wooden racks (if any) wiped with kerosene oil rags when necessary?

134. Does a caretaker sleep near the record-room at night? Who keeps the key of the record-room?

135. How many buckets are kept and where, inside or outside the record-room, and are they *easily and promptly* accessible in the event of fire breaking out? Are these sufficient?

136. Are *sanads* to Revenue Agents and licenses to Stamp Vendors kept in monthly bundles? (Rule 164.)

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Question for the inspection of Library. Observations by Inspecting Officers.

(References are to the Records Manual, 1960,
when no other Manual is specified.)

OFFICE.

LIBRARY.

N. B.—In regard to questions thus marked (c) the reply should be given by testing a few instances.

1. In the last three years how oft en has the Deputy Collector in charge and the librarian been changed and what is the average period of charge in each case during that time? (Rules 244 and 246.)

1A. In the last three years how often has the head ministerial officer in charge of library been changed? (Rules 244 and 246.)

1B. What are the names of the gazetted officer and of the librarian in charge, and how long has each been in charge? (Rules 244 and 246.)

1C. What is the name of the head ministerial officer, and how long has he held the appointment? (Rules 244 and 246.)

1D. Is the record-room Deputy Collector in charge of the library or any other gazetted officer? (Rules 244 and 246 and note 2, Preamble.)

1E. When was the library last inspected by the Deputy Collector in charge, the Collector and the Commissioner? (Rules 266 and 267.)

1F. Has the ministerial officer in charge a guard-file of extracts from the inspection remarks of Collectors and other superior officers relating to the library and are such arranged chronologically and are they paged and indexed? (Rule 267.)

2. Have the books been collected together in one place and placed under the charge of the Collectorate head clerk? Is there a separate librarian?

*Are all codes and manuals corrected up-to-date by him? (Rules 244 and 245.)

3. Has a separate room been assigned for the library? If not, why not? (Rule 244.)

*4. Are additions and alterations promptly made in the Board's Manuals, Board's Circular Orders, Civil Service Regulations and other manuals, by the librarian as printed slips are received from the issuing office? (Rule 245.)

4-A. Are corrections made in the Regulations and Acts (of India, Bengal and Bihar) whenever by any new enactment a part or the whole of any Act or Regulation is repealed or amended? (Rule 245.)

5. Has the catalogue been revised in accordance with rule 253?

5-A. When was it last revised? (Rule 248.)

6. Have missing books, if any, been accounted for? (Rule 248.)

*7. Are books issued from the library except on the written requisition of a gazetted officer? (Rule 260.)

*8. Have receipts been invariably taken from officers receiving books? (Rule 264.)

*9. Have these receipts been always returned or cancelled when the books are returned to the library? (Rule 260.)

10. Are reminders issued for books not returned within a month and repeated every fortnight until they are returned? Are entries relating to books issued but not returned within the year brought

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forward in red ink at the end of each year ? (Rule 262.)

*11. Do Collectors and gazetted officers in charge of library, upon receiving charge of the office, satisfy themselves as to the state of the library ? (Rule 263 and 265.)

12. Does the librarian keep the keys of the almirahs ? (Rule 244.)

13. Who is in charge of the library during the absence of the librarian or head clerk from office ? (Rule 244.)

*14. Has a list been kept of all maps in the library ? (Rule 154.)

15. Is special care taken to see that the maps are in good order ?

16. Are Indian and Bihar Legislature Acts received annually kept in a bundle and bound annually ? (Rule 259.)

17. Have the Indian Law Reports and Half-yearly Civil Lists been dealt with as ordered in rules 271 and 272 ?

18. Have any steps been taken to get rid of useless and obsolete books from the library, where space is needed for other books ? (Rule 269.)

19. Are the lists of officers-in-charge prepared up to date and hung up ? (Rule 246.)

20. Are the registers of books received and issued kept properly ? (Rules 251 and 261.)

21. Does column 7 of the register of books received show the almirah and shelf number where each book is placed ? (Rule 251.)

*22. Are all books, etc., stamped as soon as they are received in the library ? (Rule 252.)

23. Is the library thoroughly inspected periodically and by whom ? (Rule 266.)

Questions for the Inspection of
Copying Department.

Observations by Inspecting
Officers.

(References are to the Records Manual, 1960, when no other Manual is specified.)

—OFFICE.

COPYING DEPARTMENT.

N. B.—In regard to questions thus marked (f) the reply should be given by testing a few instances.

1. When was the department last inspected by the Deputy Collector in charge, the Collector and the Commissioner ? (Note 2, Preamble.)

2. In last three years how often have the Deputy Collector and the ministerial officer in charge of the Copying Department been changed ? What are the names of the Deputy Collector and the ministerial officer in charge, and how long has each been in charge ? (Note 2, Preamble.)

3. Are applications for informations as well as for copies made in printed forms ? (Rule 277.)

4. Has the Nazir a good supply of these forms ? (Rule 276.)

5. Are the registers of applications for information and copies regularly maintained and are they up-to-date ? (Rule 276.)

6. (1) Are applications numbered consecutively as they are registered in Registers C and D ? (2) Are they filed consecutively in monthly files without fly-leaf ? (Rule 280.)

Are they destroyed when three months old after inspection by the Deputy Collector in charge ?

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7. After examining some of the entries in the registers of applications for information and for copies, do you find any cases of undue delay? Mention the two cases of the longest delay, and are reasons given and whether you are satisfied with those reasons? (Rule 280.)

8. How many applications for unstamped papers and documents, and how many for stamped copies are now pending for disposal? (Rule 280.)

9. How many copyists or typists are employed? What is the average monthly earning of each for the past six months? Are any outsiders allowed to do any copying? If so, why? (Rules 323 and 325.)

10. Does the officer in charge of the Copying Department keep a list of all copyists and typists employed under the District Officer showing the total remuneration drawn by each man month by month whether in revenue, criminal or civil work? (Rule 325.)

11. Are copies and information slips distributed to the public in the presence of the Deputy Collector in charge of the record-room? (Rule 282.)

*12. Is the procedure prescribed in rules 286—290 correctly followed?

Are the copyists or comparers allowed to have any dealings with the public otherwise than in the presence of the Deputy Collector in charge?

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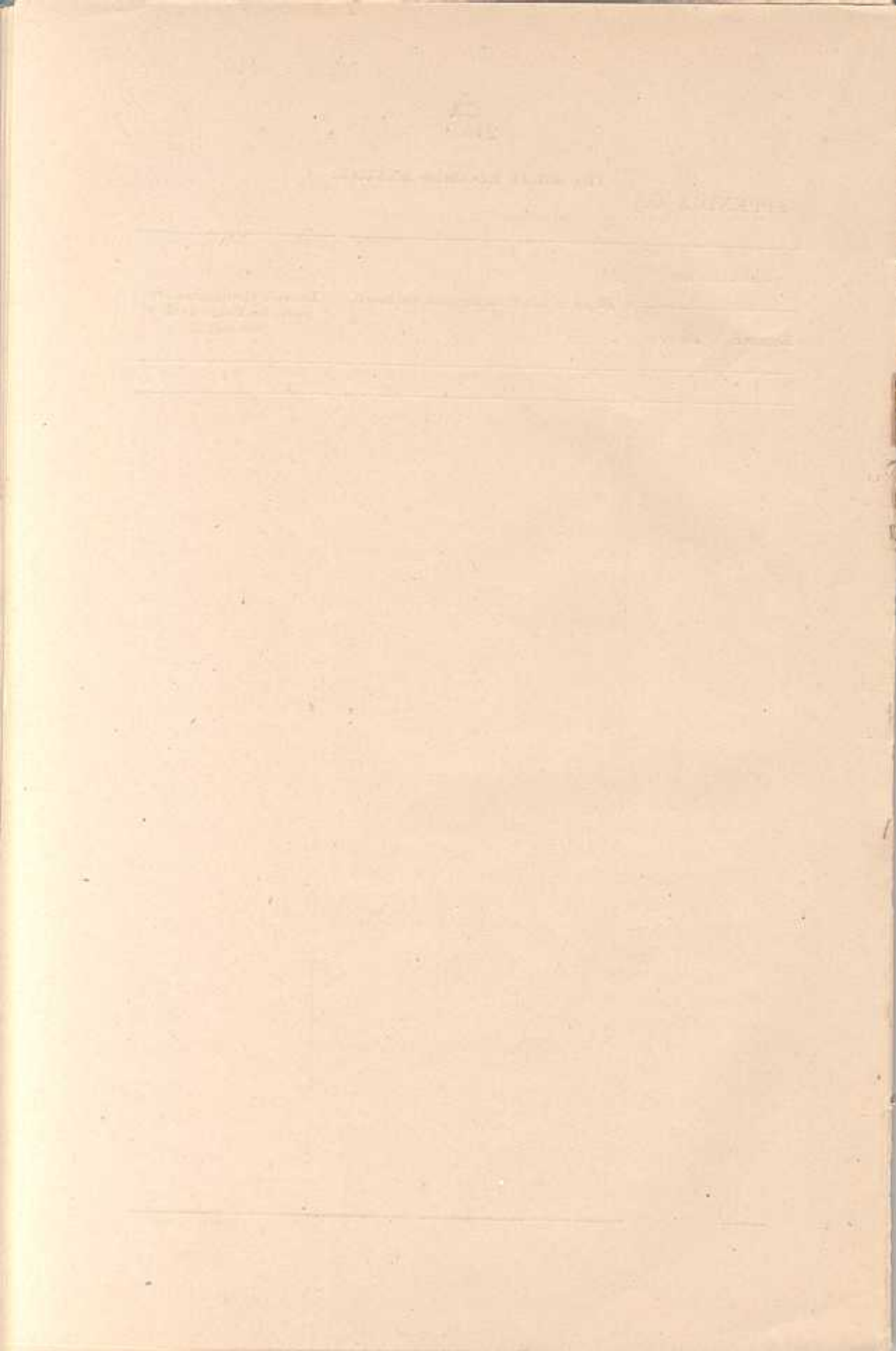
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Correction slip.		Pages in which corrections are noted.	Board's file number and year (for Board's office used only).
umber	Date.		
1	2	3	4
N ^o . 1.	4.4.66	72.	
2.	"	72.	
3.	"	72.	
4.	"	73.	
5.	"	74.	
6.	"	74.	
7.	"	75.	
8.	"	75.	
9.	"	76.	
10.	"	77.	
11.	"	77.	
12.	"	78.	
13.	"	79.	
14.	"	79.	
15.	"	79.	
16.	"	80.	
17.	"	80.	
18.	"	80.	
19.	"	81.	
20.	"	85.	
21.	"	88.	
22.	"	89.	

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Number.	Date.		
1	2	3	4
N ^o . 23	4.4.66	90	
24.	"	90.	
25	"	95	
26	"	97.	
27	"	74.	
28	"	96.	
29	22.8.66	106. <i>Chamgenho</i> 15/12/66.	



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